



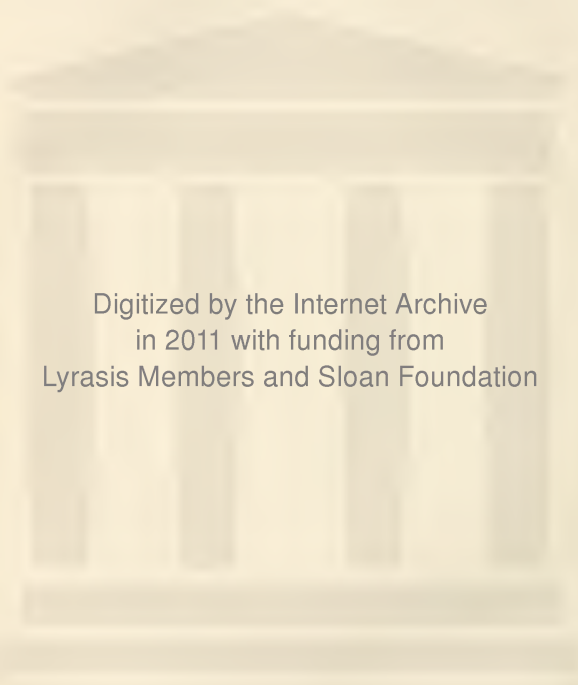
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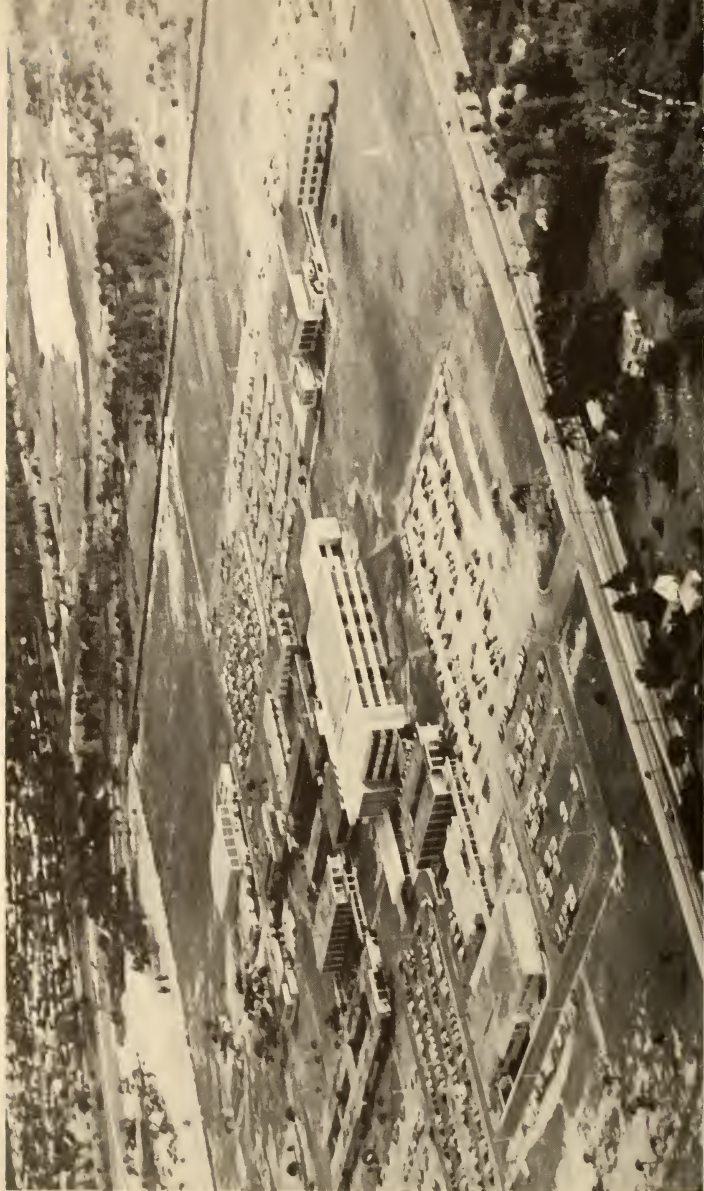
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**Palm Beach Junior College**

**'68-'69**



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## *Palm Beach Junior College*

4200 Congress Avenue

Lake Worth, Florida

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# CALENDAR

## SPRING TERM — First Session — 1967-68

- April 11 \_\_\_\_\_ Last day to make application for admission  
as a day student, 3:00 p.m.
- April 19 \_\_\_\_\_ Final day to complete all application procedures  
for admission as a day student, 3:00 p.m.
- April 26 \_\_\_\_\_ Final testing for all new day students, 8:00 a.m.  
(excluding transfers)
- May 3 \_\_\_\_\_ Orientation and Counseling by appointment for  
New day students, and others not in attendance  
during 1968 Winter Term, 8:00 a.m.-3:00 p.m.
- May 6, 7 \_\_\_\_\_ Registration by appointment for all day students.  
Registration for all evening students, 7:00-9:30 p.m.
- May 8 \_\_\_\_\_ Classes begin
- May 8, 9 \_\_\_\_\_ Days to correct schedules due to error only,  
(9:00 a.m.-12:00 noon, day students)  
(7:00-9:00 p.m., evening students)
- May 24 \_\_\_\_\_ Last day to withdraw from class with a "W"
- May 30 \_\_\_\_\_ Memorial Day holiday
- June 11 \_\_\_\_\_ No student permitted to withdraw from a class  
after this date
- June 18 \_\_\_\_\_ Final examinations. All grades due in Registrar's  
office by 4:00 p.m., June 18
- June 18 \_\_\_\_\_ End of First Session

## SPRING TERM — Second Session — 1967-68

- June 3 \_\_\_\_\_ Last day to make application for admission  
as a day student, 3:00 p.m.
- June 10 \_\_\_\_\_ Final day to complete all application procedures  
for admission as a day student, 3:00 p.m.
- June 12 \_\_\_\_\_ Final testing for all new students who have not  
taken the Florida 12th grade test, 8:00 a.m. (excluding transfers)
- June 17, 18 \_\_\_\_\_ Orientation and Counseling by appointment for all new  
students and others not in attendance 1968 Winter  
Term or First Session, Spring Term, 8:00 a.m.-3:00 p.m.
- June 20 \_\_\_\_\_ Registration by appointment for all day students  
Registration for evening students, 7:00-9:30 p.m.
- June 21 \_\_\_\_\_ Classes begin
- June 24, 25 \_\_\_\_\_ Days to correct schedules due to error only,  
(9:00 a.m.-12:00 noon, day students)  
(7:00-9:00 p.m., evening students)
- July 4 \_\_\_\_\_ Independence Day holiday
- July 10 \_\_\_\_\_ Last day to withdraw from a class with a "W"
- July 26 \_\_\_\_\_ No student permitted to withdraw from a class  
after this date
- August 2 \_\_\_\_\_ Final examinations. All grades due in  
Registrar's office by 4:00 p.m., August 2
- August 2 \_\_\_\_\_ End of Term

## FALL TERM — 1968-69

- July 19 \_\_\_\_\_ Last day to make application  
for admission as a day student, 3:00 p.m.
- July 31 \_\_\_\_\_ Final day to complete all application  
procedures for admission as day student, 3:00 p.m.

## FALL TERM — 1968-69 (Cont'd)

August 1	Final testing for all new day students who have not taken the Florida 12th grade test, 8:00 a.m. (excluding transfers)
August 13	Orientation and Counseling for Groups I and II students not in attendance during 1968 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
August 14	Orientation and Counseling for Groups III and IV students not in attendance during 1968 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
August 19-22	Registration by appointment only for all day students
August 19	Registration for returning evening students, 7:00-9:00 p.m.
August 20-22	Registration for new and other returning evening students
August 23	Late registration for day students who met all entrance requirements as of August 1, 9:00 a.m.-12 noon Late registration for evening students, 7:00-9:00 p.m.
August 26	Classes begin
August 26-30	Days to correct schedules due to error only (9:00 a.m.-12 noon, day students)
August 26-29	(7:00-9:00 p.m., evening students)
September 2	Labor Day holiday
October 2	Six Weeks Progress Report Period ends. Grades are due in Registrar's office Monday, October 7, 9:00 a.m.
October 18	Last day to withdraw from class with a "W"
November 11	Veterans Day holiday
November 27	No student permitted to withdraw from a class after this date
November 28, 29	Thanksgiving holidays
December 16-20	Final examinations. All grades due in Registrar's office on or before 4:00 p.m., December 20
December 20	End of Fall Term

## WINTER TERM — 1968-69

December 2	Last day to make application for admission as day student, 3:00 p.m.
December 9	Last day to complete application procedures as a day student, 3:00 p.m.
December 16	Final testing for all new day students, 8:00 a.m. (excluding transfers)
January 2	Orientation and Counseling for all day students not in attendance during 1968 Fall Term, 8:00 a.m.-3:00 p.m.
January 2, 3, 6, 7	Registration by appointment for all day students
January 2	Registration for returning evening students
January 3, 6, 7	Registration for new and other returning evening students
January 8	Late registration for day students who met all entrance requirements as of December 9, 9:00 a.m.-12 noon. Late registration for evening students, 7:00-9:00 p.m.
January 8	Classes begin
January 8, 9, 10, 13, 14	Days for correcting schedules due to error only (9:00 a.m.-12 noon, day students) (7:00-9:00 p.m., evening students)
February 19	Six Weeks Progress Report Period ends. Grades due in Registrar's office Monday, February 24, 1969 at 8:00 a.m.
March 7	Last day to withdraw from class with a "W"

April 2 \_\_\_\_\_ No student permitted to withdraw from a class after this date  
April 7 \_\_\_\_\_ Good Friday holiday  
April 24-30 \_\_\_\_\_ Final examinations. Grades due in Registrar's office  
by 12:00 noon, May 1, 1968  
May 7 \_\_\_\_\_ Commencement Exercises

**SPRING TERM — First Session 1968-69**

April 11	_____	Last day to make application for admission as a day student, 3:00 p.m.
April 18	_____	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 25	_____	Final testing for all new day students 8:00 a.m. (excluding transfers)
May 7	_____	Orientation and Counseling by appointment for new day students and for others not in attendance during 1968-69 Winter Term, 8:00 a.m.-Noon
May 8	_____	Registration by appointment only for all day students Registration for all evening students, 7:00-9:30 p.m.
May 9	_____	Classes begin
May 9, 12, 13	_____	Days to correct schedules due to error only, (9:00 a.m.-12 noon, day students) (7:00-9:00 p.m., evening students)
May 23	_____	Last day to withdraw from class with a "W"
May 30	_____	Memorial Day holiday
June 6	_____	No student permitted to withdraw from a class after this date
June 20	_____	Final examinations. All grades due in Registrar's office by 4:00 p.m., June 20
June 20	_____	End of First Session

**SPRING TERM — Second Session 1968-69**

June 2 \_\_\_\_\_ Last day to make application for admission  
as a day student, 3:00 p.m.

June 9 \_\_\_\_\_ Final day to complete all application procedures  
for admission as a day student, 3:00 p.m.

June 11 \_\_\_\_\_ Final testing for all new day students, 8:00 a.m.,  
(excluding transfers)

June 23 \_\_\_\_\_ Orientation, Counseling and Registration by  
appointment for all new or transfer day students  
and others not in attendance 1968-69 Winter Term or First  
Session, Spring Term, 7:30 a.m.-3:30 p.m.

June 23 \_\_\_\_\_ Registration by appointment for returning day students  
Registration for evening students, 7:00-9:30 p.m.

June 24 \_\_\_\_\_ Classes begin

June 24, 25 \_\_\_\_\_ Days to correct schedules due to error only,  
(9:00 a.m.-12:00 noon, day students)  
(7:00-9:00 p.m., evening students)

July 4 \_\_\_\_\_ Independence Day holiday

July 11 \_\_\_\_\_ Last day to withdraw from class with a "W"

July 25 \_\_\_\_\_ No student permitted to withdraw from a class after this date

August 5 \_\_\_\_\_ Final examinations. All grades due in  
Registrar's office by 4:00 p.m., August 5

August 5 \_\_\_\_\_ End of Term

## FACULTY

- ACKERMAN, KENNETH E.** \_\_\_\_\_ Chemistry  
B.S., Baldwin-Wallace College  
M.A., Western Reserve University
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M.B.A., Harvard University
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D.D.S., Ohio State University
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M.P.E.H., University of Florida
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M.S., University of Mississippi	
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M.A., Columbia University	
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West Liberty State College	
Kent State University	
<b>MANOR, HAROLD C.</b>	President
B.P.S.M., M.A., Ed.D., Indiana University	
<b>MARSTELLER, GLEN A.</b>	Biology
B.S., Moravian College	
M.S., Florida State University	
<b>MARTIN, JOHN W.</b>	Business Administration
A.B., University of Florida	
M.A., Stetson University	
<b>MATTHEWS, BARBARA C.</b>	Psychology
A.A., Palm Beach Junior College	
B.A., M.Ed., Florida Atlantic University	
<b>MAXWELL, ALAN B.</b>	Biology
A.B., Stetson University	
M.Ed., University of Alabama	
<b>MAYFIELD, LAURENCE H.</b>	Registrar
B.S., M.S., Kansas State College	
<b>MAYCOCK, ELEANOR L.</b>	Psychology
B.M., B.S., Misericordia College	
M.S., Bucknell University	
<b>McCART, WILLIAM L.</b>	Biology
B.S., M.S., North Texas State University	
<b>McCREIGHT, CHARLES R.</b>	Journalism, Speech
B.S., Western Illinois University	
M.A., University of Illinois	
<b>McCUE, MICHAEL J.</b>	Air Conditioning and Refrigeration Technology
University of Michigan	
<b>McGIRT, HARRIS D.</b>	Physical Education
B.S., Lincoln Memorial University	
M.S., University of Tennessee	
<b>McNEELY, MARIAN C.</b>	Counselor, Student Personnel
A.B., Notre Dame College	
M.Ed., Kent State University	
<b>MELDON, ALFRED W., JR.</b>	Social Science
B.A., New York University	
M.A., Columbia University	

- MEYER, LOIS O. \_\_\_\_\_ Speech and Dance  
B.A., Carthage College  
M.A., University of Illinois
- MORGAN, BETTY A. \_\_\_\_\_ Nursing  
R.N., B.S., M.S., Indiana University
- MOSS, ROBERT C. \_\_\_\_\_ Dean of Men  
B.A., George Washington University  
M.Ed., University of Florida
- MUSTO, ARTHUR E. \_\_\_\_\_ Speech and Drama  
B.F.A., Carnegie Institute of Technology  
M.A., University of Connecticut
- MYATT, ELEANOR J. \_\_\_\_\_ Social Science  
A.B., William Smith College  
M.A., Smith College
- OKERSTROM, THELMA L. \_\_\_\_\_ Business Education  
B.A., Marshall College  
M.Ed., University of Pittsburgh
- PAYNE, JOSEPH O. \_\_\_\_\_ Social Science  
B.A., Erskine College  
M.Ed., University of North Carolina
- PAYNE, MARY LOUISE \_\_\_\_\_ French, Spanish  
B.A., Birmingham-Southern College  
M.A., University of Miami
- PEED, DOROTHY M. \_\_\_\_\_ English  
B.S., Tufts University  
M.A., Florida State University
- PHILLIPS, EMMA J. \_\_\_\_\_ English  
B.A., M.A., Indiana University  
Ph.D., Indiana University
- PLATT, JOHN W. JR. \_\_\_\_\_ English  
A.B., Wofford College  
M.A., University of South Carolina
- PRENTICE, MAVILENE \_\_\_\_\_ Home Economics  
B.S., University of Alabama  
M.S., Purdue University
- PRYWELLER, SEYMOUR \_\_\_\_\_ Music  
B.Mus.Ed., M.Mus.Ed., Indiana University
- PUGH, EDWIN V. \_\_\_\_\_ Social Science  
B.S., Geneva College  
M.A., University of Pittsburgh
- QUISENBERRY, SARAH M. \_\_\_\_\_ Physical Education  
B.S. M.A.E., Murray State College
- RADER, JENNINGS B. \_\_\_\_\_ Engineering Graphics  
A.A., Pfeiffer College  
B.A., M.A., George Peabody College for Teachers
- RAMOS, ARTHUR C. \_\_\_\_\_ Physics, Physical Science  
B.S., M.A., Middle Tennessee State University
- ROBERTS, BENJAMIN S. \_\_\_\_\_ Librarian  
B.S., Georgetown University  
M.A., Florida State University
- ROYALL, WALTER H. \_\_\_\_\_ Data Processing  
B.A., McMaster University
- ROYCE, LETHA MADGE \_\_\_\_\_ Chairman, Department of Music  
B.M., M.M., Florida State University
- RUDD, JOHN H. \_\_\_\_\_ Co-ordinator, Hotel-Motel Management  
A.B., University of Notre Dame  
L.L.B., J.S.D., St. John's University
- SAILE, MARCIA C. \_\_\_\_\_ Mathematics  
A.B., Houghton College  
M.A., University of Michigan
- SAMMONS, H. DOUGLAS, JR. \_\_\_\_\_ Biology  
A.A., Palm Beach Junior College  
B.S., University of Maryland  
M.S., Florida State University
- SCHILD, MILDRED M. \_\_\_\_\_ Mathematics  
A.B., Florida State University  
M.A., University of North Carolina

- SEARS, DOROTHY M.** \_\_\_\_\_ (Leave 1967-68) Business Education  
A.B., Catawba College
- SEEMAYER, DELORES** \_\_\_\_\_ Health Education  
B.S.N.E., M.S., Florida State University
- SHAW, ROBERT G.** \_\_\_\_\_ Mathematics  
B.S., Wake Forest College  
M.Ed., University of North Carolina
- SMILEY, LILLIAN M.** \_\_\_\_\_ Chairman, Department of Nursing  
R.N., Washington University School of Nursing  
B.S., M.A., Columbia University
- SMITH, SUE C.** \_\_\_\_\_ Business Education  
B.S., Bethel College  
M.A., Peabody College
- STOCKTON, JACK E.** \_\_\_\_\_ Physical Education  
B.S., Central Missouri State College  
M.S., University of Florida
- STOLL, KENNETH E.** \_\_\_\_\_ Physics, Mathematics  
B.S., M.S., University of Kentucky
- SUTHERLAND, CHARLES L., JR.** \_\_\_\_\_ Social Science  
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M.S., Springfield College
- SWEET, RAYMOND W.** \_\_\_\_\_ Mathematics  
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- TANNER, JAMES W.** \_\_\_\_\_ Physical Education  
B.S., M.S., Northwest Missouri State College
- TATE, GEORGE THOMAS, JR.** \_\_\_\_\_ Assistant Director of Services  
B.S., State College, Lockhaven, Pennsylvania  
M.S., Florida State University
- TAYLOR, SALLIE R.** \_\_\_\_\_ English, Logic  
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M.A., University of Florida
- TEGIACCHI, ELIZABETH A.** \_\_\_\_\_ Biology  
A.B., Keuka College  
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- THOMAS, MILTON U.** \_\_\_\_\_ Audio Visual Co-ordinator  
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M.A.Ed., (AV), Appalachian State University
- TOMASELLO, MEACHAM O.** \_\_\_\_\_ English, Logic  
A.B., M.A., Florida State University
- TOOHEY, CHARLES G.** \_\_\_\_\_ Chemistry  
B.S., Murray State College  
M.S., University of Mississippi
- TOOMATH, MARJORIE A.** \_\_\_\_\_ Dental Hygiene  
Cortland State University  
Eastman Dental Dispensary
- TRAVIS, RICHARD L.** \_\_\_\_\_ Mathematics  
B.S., M.S., New York State College at Brockport
- TRICHLER, JAMES R.** \_\_\_\_\_ Dental Technology  
C.D.T.
- TUCKER, HENRY W.** \_\_\_\_\_ Social Science  
B.S., Western Kentucky State College  
M.S., University of Kentucky
- TUTTLE, LAWRENCE D.** \_\_\_\_\_ Law Enforcement  
A.A., George Washington University
- VINCENT, FRANCIS E.** \_\_\_\_\_ Counselor, Student Personnel  
B.A., San Francisco State College  
M.Ed., University of Florida  
S.Ed., University of Florida
- WADE, IDELLA B.** \_\_\_\_\_ Librarian  
B.S., Florida A & M University
- WARNER, LEON B.** \_\_\_\_\_ Chairman, Guidance Center  
A.B., Union College  
M.Ed., University of Rochester
- WASHBURN, DALE W.** \_\_\_\_\_ Director, Data Processing  
B.S., University of Michigan  
M.S., University of Florida

WELLS, BETTY JEAN ..... English  
A.B., M.A., Morehead State College

WELLS, SHERRY ..... Dental Hygiene  
A.S., University of Rhode Island  
B.S., Boston University

WHITMER, DON C. .... Chairman, Departments of  
Engineering Technology and Physics  
B.S., Iowa State College  
M.A., University of Alabama

WIDDOWS, RUTHANNA R. .... Business Administration, Retailing  
B.S., Miami University  
M.S., New York University

WING, RUTH W. .... Chairman, Department of Mathematics  
B.A., Westminster College  
M.S., Florida State University

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YEAMAN, DORIA B. .... Business Administration  
B.A., M.A., LL.B., University of Tennessee

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B.S., U.S. Naval Academy  
B.S.A.E., U.S. Naval Academy Post Graduate School

BOWER, RUTH L. .... Mathematics  
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M.Ed., Florida Atlantic University

BROZ, JOHN J. .... Hotel-Motel Management  
B.A., University of Florida

BRUCE, C. NEIL ..... Data Processing  
C.Ind. E.E., Bliss Electrical School

BRUCE, OWEN D. .... Data Processing  
Indiana University

CARLOS, JOHN B. .... Data Processing  
B.S.E.E., Pratt Institute  
M.S.E.E., University of Delaware

CHILDERS, ROY ..... Mathematics  
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M.A., Marshall University

CHWALIK, WILLIAM M. .... Mathematics  
B.S., Youngstown University  
M.S., Westminster College

DROLSHAGEN, JOHN E. .... Accounting  
B.S., University of Detroit

EASSA, VIOLA JO ..... Accounting  
B.S., Indiana University  
M.A., University of Alabama

FINTON, LLOYD L. .... Photography  
Dale Carnegie

GILBERT, ADDISON G., JR. .... Data Processing  
A.A., Palm Beach Junior College  
Albany State Teachers College

HART, PATRICIA ANN ..... Data Processing  
B.S., University of Cincinnati

HAWKEN, JOHN W. .... Mathematics  
B.S., Florida Southern College  
M.A.T., Emory University

HESSE, FRANK R. .... Data Processing  
Benjamin Franklin University, University of Colorado

LUDWIG, EDWIN F. .... Engineering Technology  
B.S., Tri-State College

McQUAGGE, AILEEN F. .... Business Education  
A.B., West Liberty State College  
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R.L.S.

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SANDEFER, AARON E. \_\_\_\_\_ Data Processing  
Howard College

SCHAEFER, CONRAD W., JR. \_\_\_\_\_ Surveying Technology  
B.S., University of Florida

TYDINGS, WILLIAM E., III \_\_\_\_\_ Surveying Technology  
A.A., Palm Beach Junior College

WALTERS, JOHN C. \_\_\_\_\_ Religion  
A.B., Stetson University  
B.D., Southwestern Baptist Theological Seminary

WHITE, MARIE E. \_\_\_\_\_ English  
B.S., West Virginia State  
M.A., Marshall College

WHITNEY, GRACE L. \_\_\_\_\_ Business Education  
B.A., M.A., Ball State University

## EMERITUS FACULTY

MARY SUSAN ALBERTSON \_\_\_\_\_ Chairman, Biology Dept. 1933-1963  
B.S., Cornell University; M.A., Columbia University

ELBERT E. BISHOP \_\_\_\_\_ Registrar 1937-1967  
B.S., Middle Tennessee State University  
M.A., George Peabody College for Teachers  
LL.B., University of Florida

RACHEL F. CROZIER \_\_\_\_\_ Dean of Women 1938-1963  
B.S.E., University of Arkansas; M.A., University of Florida

IMOGENE A. GROSS \_\_\_\_\_ Chemistry, Physics 1933-1956  
B.S., Georgia State College for Women; M.A., Johns Hopkins University

NINA K. JENSEN \_\_\_\_\_ Chairman, Art Dept. 1948-1964  
B.S., M.A., Diploma of Fine Arts, Columbia University

MARIAN F. MORSE \_\_\_\_\_ Psychology, Social Studies 1934-1955  
A.B., Smith College; M.A., Florida State University

ELIZABETH S. REYNOLDS \_\_\_\_\_ Librarian 1945-1963  
B.A., Florida State University; B.A., in L.S., Emory University

## SPECIAL STAFF

James J. Boczar \_\_\_\_\_ Programmer

Ruth Brofft \_\_\_\_\_ Bookstore Manager

Claude A. Edwards \_\_\_\_\_ Director of Physical Plant

Jonathan W. Koontz \_\_\_\_\_ Co-ordinator of News Bureau and Information Services  
A.B., High Point College  
M.A., Columbia University

Robert G. McAliley \_\_\_\_\_ Programmer

Charlotte M. Mullens \_\_\_\_\_ Dental Assisting Clinician  
C.D.A.

J. Barry Rogers \_\_\_\_\_ Controller  
A.A., Palm Beach Junior College  
B.S., Florida State University

Joseph C. Stanley \_\_\_\_\_ Coordinator of Purchasing



## OFFICE STAFF

Edith I. Aaltonen	Accounting Machine Operator
Miriam O. Banim	Clerk-Typist
Sally A. Barrows	Supervisor of Tabulating Equipment
Mary A. Bowery	Clerk-Typist
Ruth E. Brower	Clerk-Typist
Joyce Burger	Clerk-Stenographer
Maria C. Burger	Clerk-Typist
Lynn M. Bush	Semi-Skilled Tabulating Equipment Operator
Meta C. Campbell	Clerk-Typist
Joyce Cates	Clerk-Typist
Betty L. Childers	Clerk-Stenographer
Mary K. Crocco	Clerk-Typist
Aileen A. Dahlberg	Clerk-Typist
Barbara J. Davis	Secretary, Director of Student Personnel Services
Mabel H. DePew	Clerk-Typist
Renee T. Dickens	Library Clerk
Dena L. Dover	Clerk-Typist
Evelyn Dower	Clerk-Stenographer
Barbara A. Erickson	Apprentice Key Punch Operator
Isabell Z. Fouse	Clerk-Typist
Sue Frazier	Secretary to Registrar
Mary Ann Giel	Clerk-Typist
Mary A. Glardon	Clerk-Typist
Bonnie I. Griffin	Secretary to Dean of Instruction
Edna M. Hardy	Clerk-Typist
Bernice Hull	Clerk-Typist
Jane Joffre	Library Clerk
D. Jane Joyce	Clerk-Typist
Lois G. Kaskey	PBX Operator-Clerk
Barbara J. Liberman	Clerk-Typist
Carol J. McGann	Library Clerk
Deloria M. McMillan	Accounting Machine Operator
Mary J. Martin	Clerk-Stenographer
Sonia M. Mattson	Secretary to Director of Services
Elizabeth H. Nobis	Secretary to the President
Alice H. Perry	Clerk-Typist
Bertha L. Rand	Clerk-Typist
Alice D. Rudy	Secretary to Dean of Special Studies
Patricia D. Schultz	Clerk-Stenographer
Lena C. Silber	Clerk-Typist
Wanda W. Slora	Clerk-Typist
Joyce A. Smith	Clerk-Typist
Mary L. Smith	Clerk-Typist
Marion W. Southard	Clerk-Typist
Loretta P. Taylor	Bursar-Cashier
Bernice M. Thomas	Duplicating Center Supervisor
Arlene Tiddens	Clerk-Typist
Bobbie Tomlinson	Clerk-Typist
Wilma T. Weigel	Bookkeeper
Freddi A. Wellman	Clerk-Typist
Beatrice A. Wheeler	Clerk-Typist
Marilyn K. Whetzel	Technical Clerk
Helen K. White	Library Technician
Vera C. Williams	Library Clerk
Louella Williamson	Records Clerk
Edna D. Wilson	Administrative Assistant to Registrar
Earlene S. Witman	Clerk-Typist
Norma A. Woodyard	Clerk-Stenographer
Carolyn S. Workman	Payroll Clerk
Elsie J. Zimmerman	Clerk-Typist





# This Is PBJC

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## **HUMANITIES BUILDING**

A campus home  
for Art  
and Music



## **THE CAMPUS**

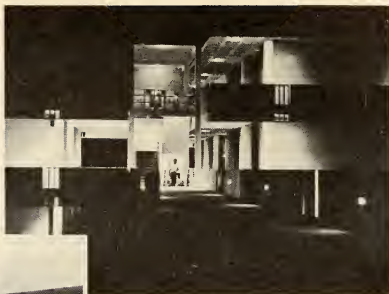
The Palm Beach Junior College campus is on 114 acres of the tabletop flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to Lake Osborne.

The first planning for the campus, in 1955, occurred at a time when architectural thought leaned to widely spread buildings and open vistas, and by 1963 it took a brisk walk to cross the entire campus in the ten minutes between classes.

Architectural experts, in a master plan for the campus accepted in 1964, found places for all future buildings within the perimeter already set, and added paved parking lots on three sides. The plan called for three phases, and two of them are completed except for a new administration building to be built in 1968.

Implementation of the third phase will be slower. The attention of the college planners is now focused on a second campus, for which the site has already been purchased in the north-eastern part of Palm Beach County. The better service offered a community student body through the multi-campus community college idea will take precedence over final completion of the present campus.

**LIBRARY - LEARNING  
RESOURCES and  
DATA PROCESSING  
BUILDINGS**

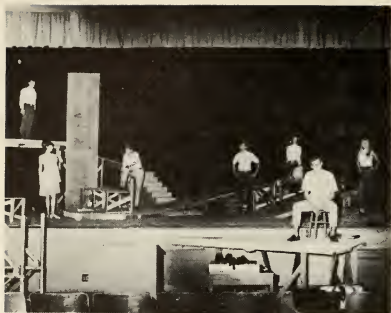


One of the busy  
corners  
day or night

**PHYSICAL EDUCATION  
BUILDING**



Sometimes gets  
converted  
to the biggest  
auditorium



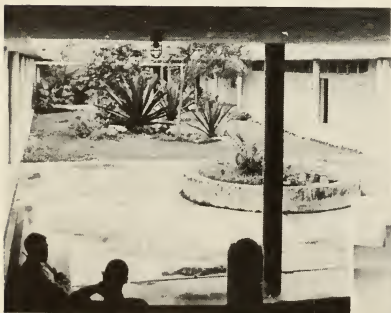
## THE AUDITORIUM

An excellent place  
for getting together



## THE CAFETERIA

Another good one



## SCIENCE BUILDING

One of our oldest

## TECHNICAL LABORATORIES

One of our newest



**BUSINESS ADMINISTRATION**

Balconies may be  
impressive



**TECHNICAL BUILDING**

And useful during  
class breaks

**SOCIAL SCIENCE BUILDING**

Toward a better society



**DENTAL HEALTH SERVICES**

With fewer cavities





## **STUDENT ACTIVITIES CENTER**

A place for relaxation

## **ADMINISTRATION BUILDING**

A place for working



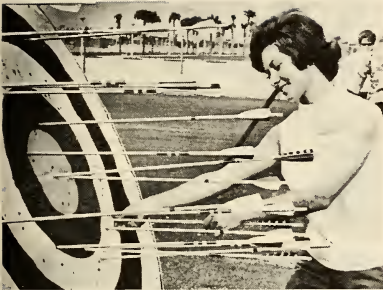
## **CENTRAL MECHANICAL BUILDING**

We keep warm, we keep cool

## **BOOKSTORE**

And read a lot





Some PBJC students  
ski  
some shoot  
some go sailing  
and some yell from the diaphragm  
while being very, very active







Some take a serious interest  
in student government  
in chess  
in social dancing  
and most everybody is serious  
about graduation



# History

Palm Beach Junior College came into being in 1933 as a community response to the serious problems of the great depression, which began in Florida in 1925, four years earlier than in the rest of the nation. By 1933, the economy of Palm Beach County had been poor for so long that many parents found it impossible to send sons and daughters away to the University for four years of college. High school graduates could find no jobs, and their time was being wasted.

Two of the prime movers in an attempt to obtain a solution for this problem were Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, then Principal of Palm Beach High School. Working with the County School Board, the County Commission, representatives of many civic organizations, and members of the high school faculty, Youngblood and Watkins were successful in establishing a co-educational, day-student junior college.

The two years of post-high-school work it provided were readily accepted by four year colleges, and Palm Beach Junior College began its life-long reputation for academic excellence. A solution had been found.

For its first 15 years, the college scheduled classes in rooms at Palm Beach High School, and two buildings on the north side of Gardenia Street were taken over for offices, classes, and a student union.

In February, 1948, under the leadership of its first president, Dr. John L. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21-acre site at Morrison Field, a deactivated World War II Air Force Base. Converted barracks were used as dormitories, and the Air Base hospital provided excellent classroom space. A chapel, gymnasium and swimming pool were all already in existence at the new campus.

At Morrison Field, (now Palm Beach Air Force Base), enrollment climbed to 415 in 1951, when the Korean Conflict brought about reactivation of the base.

Palm Beach Junior College faced one of its two great crises. The depression had long since vanished in the wave of prosperity brought on by World War II, and some community leaders were in favor of allowing the college without a home to dissolve.

Spirited support by college students and faculty convinced the community that PBJC was a living, vital part of the growth pattern of the area, and a home was found in the Town Hall at Lake Park. Here, in spite of cramped quarters, the college continued to grow until 1956, when 300 students were jammed into the one building.

In spite of this demonstration of need and usefulness, the college faced another crisis when Lake Park indicated that it would like to have its own hall back. Educational vision, triumphed by a one-vote margin in the county school board, and by a considerably better margin in the

## PHILOSOPHY-PURPOSES

state legislature, where \$1,047,000 was voted for erecting buildings on a 114-acre site donated by the Palm Beach County Commission.

In the fall of 1956, Dr. Leonard gratefully moved into a truly permanent campus, and two years later retired, turning over the guidance of the college to its current president, Dr. Harold C. Manor.

The college has gradually expanded into nearly full use of its site on the western shore of Lake Osborne, west of the city of Lake Worth, with constant growth in number of students, number and variety of course offerings, and reputation in the academic world since it moved into its permanent home.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with Junior Colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

## PHILOSOPHY

Realizing that securing a college education presents a complex and significant problem to many of its area citizens, and that the opportunity to attain that educational goal may, without a community-centered institution, be denied many of these people, Palm Beach Junior College is dedicated to meeting the demands for two years of higher education. Palm Beach Junior College seeks to insure the maximum in personal educational service to the individual student at a minimum cost, for the benefit of the individual, of the nation, and of society in its effort to achieve its hope for the future.

## PURPOSES

The philosophy, purposes and functions of Palm Beach Junior College have grown out of the needs and nature of the community, the needs and desires of citizenry, and the belief that all people who wish to should have the opportunity to continue beyond high school, a program of general education, to prepare for entrance to some field of employment or to prepare for further study in a senior college or university.

Since the demands of society and the needs of individuals require post-high school education for an increasing number of our population, the College has devised and tries to maintain a program to prepare the

citizenry (a) for effective living as persons and members of a family; as members of the state and world and (b) for vocations in which they can make their greatest contribution to society and in which they can gain personal satisfaction and security. In trying to meet the needs of its people and to implement its philosophy, the College has several specific and particular purposes:

- I. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation—a program that serves both social and individual needs.
  3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
  4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area—both individuals and enterprises.
- II. The College seeks to promote in its constituency many desirable qualities.
  1. It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
  2. It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
  3. It helps in the acquirement of knowledge, skills and social and intellectual competencies.
  4. It strives to develop a proficient and informed citizenry.

## ACCREDITATION AND MEMBERSHIPS

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges,

## EVENING CLASSES-ATHLETICS

the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

## Evening Classes

Evening classes at Palm Beach Junior College serve as an extension of the day program. Most of the instructors in the evening are full-time faculty members. The textbooks, instructional procedures and classroom time are the same as during the day. Library, bookstore and counseling services are available to evening students.

Most of the evening courses meet one night a week; a few meet two nights a week. Courses may be taken on a credit or non-credit (audit) basis. Adults 21 years of age or older may audit courses without having graduated from high school.

A separate bulletin listing the courses offered in the evening is published in January, March, July and November. To obtain a copy of the bulletin or for further information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

## Student Activities

### INTERCOLLEGIATE ATHLETICS

Palm Beach Junior College is a member of the Florida Junior College Conference and the National Junior College Athletic Association. Operating policies are established by the Faculty Athletic Committee. The program provides for the development of bodily strength, skill and agility and also provides an opportunity for experiences in self discipline and co-operation. Competition is offered in baseball, basketball, golf and tennis for men and women. Additional sports will be added when needs are indicated.

### INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are available to all students at Palm Beach Junior College. These activities are sponsored by the Department of Health and Physical Education with the assistance of the Student Intramural and Recreational Board.



The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team and aquatic sports. Persons involved in these sports are also eligible to represent Palm Beach Junior College in extramural sports. Opportunities are available for students to participate in all phases of this program, whether it be planning and organizing activities, playing the activity, or officiating a particular sports contest.

## **ASSEMBLIES**

A full series of lectures, musical and dramatic productions, and other professional assembly programs are provided by the college and the Student Government Association.

## **COLLEGE READING CENTER**

In addition to the Reading Emphasis sections in basic freshman English Communications and the non-credit evening course in Developmental Reading, the College Reading Center provides a free program for all students, day and evening, who wish to improve their reading skills—comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The College Reading Center is open from 7:30 A.M. till 4:30 P.M. each day, as well as several evenings a week. The program is available for all students during the fall and winter terms.

# **Student Personnel Services**

## **PLACEMENT TESTS**

Palm Beach Junior College will use the Florida Twelfth Grade Placement Test for placement purposes beginning with the second Spring Term 1967-68. All entering students (except transfer students) are required to take this battery of tests. All Florida seniors will meet this requirement by taking the test during their senior year in high school. Score reports for Palm Beach County students will automatically be sent to Palm Beach Junior College.

Out of state students should consult the calendar in the front of this catalog for final testing dates.

### ORIENTATION

Days are set aside for the orientation program at the beginning of each term. Entering students will have an opportunity to hear department heads discuss the various college programs and will make arrangements for a time and date for academic advisement. Student leaders will also discuss the various activities held on the college campus.

### ACADEMIC ADVISEMENT

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from College. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

### INDIVIDUAL COUNSELING

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5 and the Student Personnel Office.

### EVENING COUNSELING SERVICE

A professional guidance counselor will be available in the main office (Registrar's Office) to provide counseling services for evening students.

### HOUSING

A list of available housing may be obtained from the Student Housing Office, Student Personnel Department, upon request. Students and their parents are advised to investigate thoroughly all housing facilities before



undertaking any obligation. The College has no dormitory facilities and has no responsibility for agreements between landlords and students. Students living away from home MUST complete the Residence Survey Form upon registering.

### STUDENT HEALTH SERVICES

The following services are available in the Student Personnel Office:

Health Counseling by appointment

First Aid treatment only

Handicapped parking in various areas of the campus

Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

### FOOD SERVICE

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in other county schools.

### JOB PLACEMENT

Placement services include listings of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and Foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job opportunities are posted in the Job Placement office, Student Activity Center, on Departmental bulletin boards, in the Main Office for Evening students, and frequently appear in the daily Bulletin.

### INSURANCE

The College recommends that all students take out student insurance made available by the Board of Public Instruction at reasonable prices. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

## STUDENT HANDBOOK

All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

# Student Financial Aid

Palm Beach Junior College has a financial aid program to assist qualified and deserving students to obtain an education. Three types of aid are available: scholarships, loans and student assistantships. Applications and information may be obtained from the office of the Director of Financial Aid in AD-2.

## SCHOLARSHIPS

A limited number of scholarships are awarded each term by the Palm Beach Junior College Scholarship Committee. In order to qualify for one of these scholarships an applicant must be a full time student carrying at least 12 credit hours with no grade below a "C" and show evidence of need. Applications should be submitted at least two weeks before the beginning of the term in which the scholarship is used.

Following is a list of the scholarships for the 1966-1967 academic year which were administered through the office of Financial Aid. Organizations which did not go through the Scholarship Committee or notify the Committee of awards made directly to students may not be listed.

Alpha Delta Kappa-Iota Chapter  
 L. M. Anderson Dental Supply  
 American Finnish Tourist Club  
 American Association Business Women-Golden Key Chapter  
 Anonymous Donor  
 Art Club of Palm Beach High School  
 Automobile Dealers Association  
 Barbers Association of Lincoln Park  
 Mr. and Mrs. W. B. Barron  
 Baseball Commission  
 Bethesda Hospital Woman's Auxiliary  
 Broward County Dental Society Auxiliary  
 Haydon Burns Scholarship Foundation  
 Business & Professional Woman's Club of Boca Raton  
 Business & Professional Woman's Club of Marathon  
 Fred Calder  
 Civitan Club of Lake Worth  
 Civitan Club of Southboro-Robert B. Watkins Scholarship  
 Copeland Sausage Company  
 Goterie Club of the Palm Beaches  
 Delta Kappa Gamma Society-Theta Chapter  
 dePeyster Foundation  
 Dunbar, W. Va. High School  
 Watson B. Duncan, III  
 Robert S. Erskin  
 Exchange Club of Lake Worth  
 Finlandia Foundation  
 Florida Hotel & Motor Hotel Association  
 Florida Public Utilities  
 Fraternal Order of Police-Sunshine Lodge No. 2

## FINANCIAL AID

French Club of Palm Beach High School  
J. A. French, Carolina Home Insurance Company  
Funds for Education  
Robert Gatto  
Glades Cooperative Educational Fund  
Walter Godsoe-Forest Foundation  
Gold Coast Senior Golf League  
Grimes Foundation  
Mrs. Mary Holliday  
Hotel Association  
Insurance Women of Palm Beach County  
Jayceettes of Lake Worth  
T. Leroy Jefferson, Ladies Auxiliary  
Junior Woman's Club of Boynton Beach  
Junior Woman's Club of Lake Worth  
Jupiter High and Elementary School  
John F. Kennedy Hospital Auxiliary  
Key Club of Forest Hill High School  
Key Club of Palm Beach High School  
Keyette Club of Forest Hill High School  
Keyette Club of Palm Beach High School  
Mrs. Gertrude Kiefer  
Kings Daughters-Fidelis Circle  
Kings Daughters Helpful Circle  
Kiwanis Club of Boca Raton-Edward G. Newell Scholarship  
Kiwanis Club of Clewiston  
Kiwanis Club of Delray Beach  
Kiwanis Club of Lake Weir, Inc.  
Kiwanis Club of Lake Worth-Karl Easton Memorial  
Kiwanis Club of Lantana  
Kiwanis Club of Riviera Beach  
Kiwanis Club of Southside West Palm Beach  
Kiwanis Club of West Palm Beach  
Lake Worth Playhouse  
Lions Club of Lake Worth—In memory of L. T. McGee  
Lions Club of Northwood  
Lions Club of Riviera Beach  
Lions Club of Southside West Palm Beach  
MacArthur Dairy  
John D. MacArthur  
James D. Mackey Educational Account  
March of Dimes  
Mature Students  
Mizell-Faville-Zern Funeral Home  
Music Scholarships  
National Secretaries Association—Palm Beach Chapter  
Nina Haven Charitable Foundation  
Norman's  
Palm Beach County C.T.A.  
Palm Beach County Restaurant Association  
Palm Beach voiture 40 et 8

Pilot Club of the Palm Beaches  
 Pompano Beach High School Juniorette Scholarship  
 Pompano Beach High School Senior Work Day Scholarship  
 Post Office of West Palm Beach—Reitzel Scholarship  
 Quota Club of the Palm Beaches  
 Burt Reynolds Scholarship (Drama)  
 Rinker-YMCA  
 Rinker Materials Foundation  
 Riviera Beach High School FAG Night In memory of John C. Messler  
 Roosevelt High School PTA  
 Rotary Club of Boca Raton  
 Rotary Club of Boynton Beach  
 Palm Beach Rotary Foundation, Inc.  
 Rotary Club of West Palm Beach—Red Whittington Scholarship  
 Rotary Club of West Palm Beach—South  
 Seacrest High School Chorus  
 Seacrest High School National Honor Society-Taedifer Chapter  
 Sinawik Club of Lake Worth  
 Rudy Sobering, In honor of Ken Nemeth  
 Soroptimist Club of Boynton Beach  
 Soroptimist Club of Lake Worth and Lantana  
 Sorosis Club of Lake Worth  
 Stewart Pontiac  
 John W. Stokes Foundation  
 Stranahan High School—Fort Lauderdale  
 Taylor Funeral Home—Belle Glade  
 Teen Age Center of Boca Raton  
 Temple Israel Men's Club  
 Tri Omega  
 Uncle Bim's Garden & Pet Supply  
 United Daughters of the Confederacy—Thomas Benton Ellis Chapter  
 United Daughters of the Confederacy—Margaret Mitchell Chapter  
 Vanguard Club  
 VanWert Associated Charities  
 Mrs. Helen Vaughn  
 V.F.W. of Lake Worth, Fred and Jean Lambert Scholarship  
 V.F.W. of Lake Worth, Post No. 3588  
 Violettes Community Club of Belle Glade  
 Wallrich Carpets, Inc.  
 West Orange Foundation  
 Woman's Club of Boynton Beach  
 Woman's Club of Deerfield Beach  
 Francis Bright Woman's Club of Delray Beach  
 Woman's Club of West Palm Beach  
 Z Club of Lake Worth High School  
 Zeta Phi Beta—Delta Epsilon Chapter  
 Zonta Club of Lake Worth  
 Zonta Club of the Palm Beaches

## SCHOLARSHIPS FOR SPECIFIC PROGRAMS.

### ART

**COTERIE CLUB OF THE PALM BEACHES.** An art supplies scholarship for an art major.

### ATHLETICS

A number of scholarships are available to those who are eligible to compete in varsity athletics. Athletes should contact the Chairman of the Health and Physical Education Department or the athletic coaches.

### DATA PROCESSING

**dePEYSTER FOUNDATION.** For a Data Processing major with a high academic average.

### DENTAL

**L. M. ANDERSON MEMORIAL SCHOLARSHIPS.** Two awarded by the Advisory Committee to the Department of Dental Hygiene with recommendations of the staff of the Dental Hygiene Department.

**BROWARD COUNTY DENTAL SOCIETY AUXILIARY SCHOLARSHIP.** Available to residents of Broward County.

**EDUCATIONAL TRUST FUND FROM THE AMERICAN DENTAL ASSOCIATION.** Several \$800 scholarships based on high academic achievement.

**MIAMI DENTAL AUXILIARY SCHOLARSHIP FUND.** Available to residents of Dade County.

**PALM BEACH COUNTY DENTAL SOCIETY, DENTAL EDUCATION LOAN FUND.** Loans available on the basis of need, character and ability.

### EDUCATION

**DELTA KAPPA GAMMA, THETA CHAPTER.** For a female sophomore resident of Palm Beach County.

**PALM BEACH COUNTY CLASSROOM TEACHERS ASSOCIATION.** \$125 annual scholarship for resident of Palm Beach County.

**PALM BEACH COUNTY COUNCIL OF PTA'S** Scholarship based on the State Scholarship Examination. Resident of Palm Beach County.

### HOTEL-RESTAURANT MANAGEMENT

The following donors provided scholarships in 1966-67 for full time students majoring in the Hotel-Motel program.

Florida Hotel and Motor Hotel Association Trust Fund—Statler Foundation

Florida Public Utilities

Palm Beach County Restaurant Association

### LAW ENFORCEMENT

**FRATERNAL ORDER OF POLICE SUNSHINE LODGE NO. 2.** Two \$250 scholarships for a Police Science major.

**PALM BEACH COUNTY ASSOCIATION CHIEFS OF POLICE.** For residents of Palm Beach County.

### MUSIC

**MUSIC STUDY CLUB OF WEST PALM BEACH.** Scholarships to aid students majoring in music are given in the name of members who have contributed outstanding serv-



ice to the organization: Mrs. Mabel N. Clemens, Mrs. L. Eugene Hammond, Mrs. George H. Pattison, Miss Letha Madge Royce, Mrs. Governor Witt.

## NURSING

**AMERICAN LEGION AUXILIARY OF RIVIERA BEACH MEMORIAL UNIT 268.** For a widow or child of a veteran.

**BETHESDA MEMORIAL HOSPITAL WOMEN'S AUXILIARY.** Several scholarships in health related fields.

**DISTRICT 40 NURSES ASSOCIATION SCHOLARSHIP.** For student in the south Palm Beach County area.

**JOHN F. KENNEDY MEMORIAL HOSPITAL LADIES AUXILIARY.** Recipient must practice nursing in the John F. Kennedy Hospital upon graduation.

**PALM BEACH COUNTY TUBERCULOSIS AND HEALTH ASSOCIATION.** For residents of Palm Beach County.

## STATE SCHOLARSHIPS

**STATE SCHOLARSHIPS FOR NURSING.** General Scholarships for the Preparation of Nurses are available to eligible students on the basis of a competitive examination held each October. Awards are \$300 a year for two years for which the recipient agrees to practice nursing in the State of Florida for a specific period of time following graduation.

**STATE SCHOLARSHIPS FOR TEACHING.** In order to encourage students to prepare for the teaching profession a number of scholarships of \$400 a year are awarded on the basis of a competitive examination held each October. Winners agree to teach in Florida schools one year for each year the scholarship is used.

**STATE VOCATIONAL REHABILITATION SCHOLARSHIPS.** The Rehabilitation Section of the State Department of Education provides limited assistance for those persons who are physically handicapped. Applicants should contact the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

## LOANS

**AMERICAN ITALIAN CLUB LOAN.** Limited loans are available to students for use in upper division. Students must be residents of Palm Beach County.

**COLLEGE STUDENT LOAN.** A loan fund has been established to permit a student to borrow from \$10 to \$50 on an emergency basis. Loans are made only to students who are in good standing and cannot be used for registration fees. Freshmen must wait until after progress reports are issued to be eligible. Loans must be repaid one week before examinations of the term in which the loan is made.

**FLORIDA STUDENT SCHOLARSHIP LOAN.** Students who have been bona fide residents of the State of Florida for at least three years may borrow up to a maximum of \$1200 a year for fees, books and housing. Interest at 4 per cent begins after graduation.

**GUARANTEED STUDENT LOANS.** Through State and Federal Assistance loans up to \$1000 a year are available through the student's local bank after approval by the college. Students must be bona fide residents of Florida and full time students at the college. Loans are administered by the United Student Aid Fund, Inc.

**SERVICE CLUB LOANS.** A number of loan funds are available from various Clubs and organizations in the community. Information may be obtained from the Director of Financial Aid.

**STUDENT GOVERNMENT LOAN.** Loans of varying amounts are available to Palm Beach Junior College Graduates for use in upper division. They are granted on the basis of academic achievement and need.

## STUDENT ASSISTANTSHIPS

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify for the Federal Work Studies Program. Students are paid on the basis of \$1.25 per hour.

**COOPERATIVE-EDUCATIONAL PROGRAM.** Jointly sponsored by the College and Southern Bell Telephone and Telegraph Company, afford students the opportunity of working full-time during the Winter Term (earning \$1200-\$1500), and continuing their studies during the Fall and Spring Terms.

**FEDERAL WORK STUDIES.** This program permits eligible students to work in jobs on campus up to fifteen hours a week at \$1.25 per hour. Applications should be submitted at least two weeks before the term begins in the fall. A financial statement will be required.

## SCHOLARSHIPS FOR GRADUATES

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN.** A \$100 gift scholarship to a girl graduate with at least a "B" average who plans to attend an AAUW approved college.

**DR. B. BLICHER,** two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

**CALVIN W. CAMPBELL MEMORIAL SCHOLARSHIP.** A \$1,000 gift scholarship awarded annually by First Federal Savings and Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1,000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported institution.

**GEE AND JENSON CONSULTING ENGINEERS, INC.** A \$200 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice.

**HALSEY & GRIFFITH, INC.** An \$800 gift scholarship awarded every other year in honor of the company's customers to a graduating sophomore on basis of achievement and need. Restricted to those going to Florida Atlantic University.

**JAYCEES OF WEST PALM BEACH.** A \$500 gift scholarship awarded to a male who resides in West Palm Beach and graduated from Palm Beach High School. Awarded on basis of scholastic promise, financial need and personal worth of candidate.

**JUNIOR WOMAN'S CLUB OF NORTH PALM BEACH.** \$1,000 gift scholarship, renewable for an additional \$1,000 for the senior year if winner has successful junior year.

**LAKE WORTH AMERICAN LEGION POST NO. 47.** \$500 gift scholarship, renewable, to Lake Worth High School graduate needing financial assistance.

**LAKE WORTH ART LEAGUE.** \$100 to graduating sophomore majoring in art.

**MEDICAL SOCIETY OF PALM BEACH COUNTY.** \$800 gift scholarship to student planning to complete training for medical career.

**PALM BEACH CHAPTER OF FLORIDA ENGINEERING SOCIETY & LADIES AUXILIARY.** \$200 gift scholarship to student accepted in a Florida school of engineering.

**PALM BEACH COUNTY SCHOLARSHIP FOUNDATION.** To graduates entering upper division of a four year college.

**PERSONNEL ASSOCIATION OF PALM BEACH COUNTY.** First term tuition and fees at a State university to a male student majoring in business administration or personnel.

**PHILO SOCIAL CLUB.** \$50 for female student going on to upper division.

**PHI THETA KAPPA.** Limited to members of Phi Theta Kappa and based on need.

**THI DEL SOCIAL CLUB.** \$175 scholarship to girl graduate entering Florida Atlantic University.

**BURT REYNOLDS SCHOLARSHIP FUND.** An undesignated amount to sophomore graduate to pursue drama study.

**STUDENT GOVERNMENT.** Based on academic achievement and need. No restrictions to be placed on college or university attended.

## **STUDENT BODY ORGANIZATIONS**

### **STUDENT GOVERNMENT**

The management of student activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

### **HONORARY ORGANIZATIONS**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercolliate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

## STUDENT PUBLICATIONS

**THE BEACHCOMBER.** The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

**THE GALLEON.** The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

**MEDIA.** Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

## SPECIAL INTEREST GROUPS

**ALUMNI ASSOCIATION.** All former students who have earned credit at Palm Beach Junior College are eligible to become members of the Alumni Association. The Association, under the guidance of a President and an Executive Board, do many things to assist the college in its overall function such as financial assistance for students, job placement, both part-time and full-time for students, and general assistance in Open House and other community-wide activities.

**AMATEUR RADIO CLUB.** The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

**ART CLUB.** All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities, such as art exhibits, craft groups, photography, including dark room work, and to uphold high artistic standards on campus.

**CHESS CLUB.** Organized in 1962, the Palm Beach Junior College Chess Club welcomes any student who is interested in the fine game of chess. The club sponsors student chess tournaments and its team plays matches with other chess clubs in the area.

**THE CIRCLE K CLUB.** Organized at Palm Beach Junior College in 1952, Circle K is the largest college organization in existence. Locally sponsored by the Southside Kiwanis Club of West Palm Beach, the members of Circle K work cooperatively with all interested groups to promote the betterment of the college and community. Circle K is open to all men enrolled at Palm Beach Junior College and provides an excellent opportunity for leadership experience in service activities.

**CIVINETTES.** A women's service club sponsored by the Palm Springs Civitan Club, chartered September 1964, gives young women the opportunity of serving the college and community. The club is a sister organization to the men's group, the Collegiate Civitans.

**CIVITAN CLUB.** Sponsored by Civitan International, Collegiate Civitan is composed of young men interested in both community and school service.

**COLLEGE SINGERS.** Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

**CONCERT BAND.** Membership in the Concert Band is open to all qualified students who enjoy the study and performance of a wide variety of standard band literature.



**FAME.** The Florida Association of Managerial Education is an affiliate of the Post-Secondary Division of the Distributive Education Clubs of America. The Palm Beach Junior College Chapter's objective is to develop leadership in the field of retailing, marketing, and management through meaningful chapter activities. Membership is open to interested business students.

**FLORIDA COLLEGIATE ACADEMY OF SCIENCES.** The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

**FOREIGN LANGUAGE CLUB.** The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

**FORENSICS.** This is an activity, not an organization. The college carries on a full range of speech activities both on the intramural and the intercollegiate level. These activities include Oral Interpretation, Debate, Reader's Theatre (at least two full-scale productions a year), Poetry Reading, Persuasive, and Entertaining Speaking, as well as others. Training sessions are held when necessary and competition is open to all regularly enrolled students in good academic standing.

**K-ETTES.** Sister organization to Circle K, K-Ettes is a service club of female students who are dedicated to providing practical means for enduring friendships, to rendering service, and to building better communities.

**MATURE STUDENTS CLUB.** Students returning to school after a few years will find a congenial atmosphere in the Mature Students Club. This group meets twice a month for discussion of the profit, the pleasures, and the problems involved in college life. Day and evening students are welcome.

**M.E.N.C.** The Student chapter of the Music Educator's National Conference is open to all students interested in music. Opportunities are made available for professional development through participation in programs, clinics, and social affairs.

**POLITICAL UNION.** The Political Union is a non-partisan, student organization dedicated to the advancement of the study of government and politics. Membership is open to all students. Dinner meetings are held each term at which outstanding political personalities are featured. As an affiliate of the Florida Center for Education in Politics, members of the Political Union participate in sponsored research, regional and state conferences, and field trips.

**RELIGIOUS GROUPS.** The college endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

**SAIL CLUB.** A campus organization for all students who are interested in sailing. Its aim is to teach non-sailors, make boats available to sailors, and have Palm Beach Junior College entries in regattas here and elsewhere in the Gold Coast area.

**STAGE BAND.** Membership in this select group is through audition. The stage band performs music of the contemporary popular and jazz style. All members must be enrolled in Concert Band with the exception of piano, bass, and guitar.

**STUDENT EDUCATION ASSOCIATION.** This is a pre-professional organization composed of students interested in the teaching profession. The John I. Leonard Campus Chapter is affiliated with the Florida Education Association and the National Education Association and is open to interested students upon the payment of required dues. The local chapter seeks to provide its members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career.

## **SPECIAL INTEREST GROUPS**

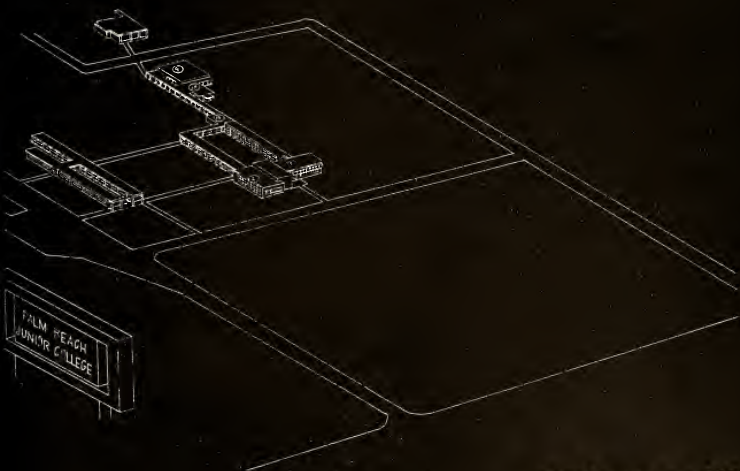
**STUDENT NURSES ASSOCIATION.** The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional, and social responsibility.

**VETERANS ASSOCIATION.** Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

## **SOCIAL CLUBS**

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Phi Delta, and Chi Sig clubs for men.





**The Campus — 1956**

## General Regulations

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## Methods of Admission

### **CERTIFICATE OF GRADUATION**

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

### **STATE HIGH SCHOOL EQUIVALENCY CERTIFICATE**

Legal residents of Florida who are at least 20 years of age may qualify for this certificate upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Veterans who complete GED tests while on active duty are also eligible for the Equivalency Certificate on the same basis as the non-veteran. **The diploma must be in the Registrar's office before admission will be granted.**

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

**The final decision on admission rests with the Registrar.**

### **ADVANCED PLACEMENT**

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a state-wide agreement.

### **MILITARY SERVICE CREDITS**

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Insti-

tute (USAFI) courses. Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

## TRANSFER STUDENTS

**Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.**

**Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.**

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.

Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C" or higher. Courses on the transcript which carry a grade of "D" or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirements.

# Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

## 1. ADMISSION FORMS

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the resident affidavit notarized (page 4 of application form), forward completed application to the Registrar, together with two identification photographs (approximately 2" x 2"), and a \$10 check or money order made payable to Palm Beach Junior College, BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.

## 2. TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College.

If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

## 3. PHYSICAL EXAMINATION

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed physician.

## 4. PLACEMENT TESTS

In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors, or (2) take the tests at the college on the date designated in the college calendar. These tests are given once prior to each term.

Students who transfer credit from another college are exempt from these placement tests.

## 5. ACCEPTANCE

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

**Any student falsifying application records will be subject to immediate dismissal without refund.**

## **SPECIALIZED PROGRAMS**

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below.

### **NURSING**

Applicants are required to submit a photostatic copy of birth certificate with official seal.

### **DENTAL HYGIENE**

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) have dental examination, results of which are recorded on form furnished by college; (3) be a woman student and resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

### **DENTAL ASSISTING**

Applicants must (1) have dental examination, results of which are recorded on form furnished by college; (2) be a woman student; (3) have a personal interview with staff of Dental Assisting Program.

### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) successfully complete the dexterity test administered by the Dental Lab Technology staff; (2) have a personal interview with staff of D.L.T. Program.

## PBJC Fees

All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks to registration: One for registration fees and one for books.

Application Fee ..... \$10.00

This "earnest" fee is required at the time of application. It is not refundable but will be credited to the student's fees at the time of registration.

### FEES FOR FULL-TIME STUDENTS

#### REGULAR DISTRICT STUDENTS

(See Student Classifications, Page 51)

	Per Term
Registration Fee .....	\$75.00
Student Activity Fee (Fall and Winter Terms) .....	15.00
*Student Activity Fee (Spring term, each six-week session) .....	2.50

\*Charged student taking five or more hours in each session. This \$2.50 fee will not cover cost of the college annual.

#### REGULAR NON-DISTRICT STUDENTS

Tuition Fee, in addition to Regular District Student Fees ..... \$37.50

#### REGULAR NON-FLORIDA STUDENTS

Tuition Fee, in addition to Regular District Student Fees ..... \$150.00

### FEES FOR PART-TIME STUDENTS

REGISTRATION FEE:	Resident	Non-District	Non-Florida Students
1-3 semester hours inclusive .....	\$22.50	\$ 33.75	\$ 45.00
4-8 semester hours inclusive .....	45.00	67.50	90.00
9 semester hours inclusive .....	67.50	101.25	135.00
*10-11 semester hours inclusive .....			
(includes activity fee) .....	82.50	116.25	150.00

\*Students carrying less than 10 semester hours are entitled to a student activity card by paying the student activity fee of \$15.00. Students carrying 10 or more hours must pay an activity fee of \$15.00 each term they are enrolled. (See exception above for Spring Term.)



## SPECIAL FEES

## PHYSICAL EDUCATION FEES

*Bowling .....	15.00
*Water Skiing .....	25.00
*Life Saving & Water Safety .....	3.75
*Golf .....	12.00

\*Fees for these courses are collected at the Campus Bookstore. Fees awarded by bid and are subject to change.

## GROUP AND INDIVIDUAL MUSIC FEES

MC 121, 122, 221, 222 Applied Music—Instrumental .....	\$22.50
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music—Instrumental .....	45.00
(Two ½ hour private lessons a week)	
MC 226 Brass Techniques* .....	15.00
MC 227 Woodwind Techniques* .....	15.00
MC 228 String Techniques* .....	15.00
*Class Fee includes the use of method books on a loan basis.	
MC 131, 132, 231, 232 Applied Music—Voice .....	22.50
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music—Voice .....	45.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice .....	15.00
(Class lessons, 2 class hours weekly)	
MC 151, 152 Class Piano .....	15.00
(Class lessons, 2 class hours weekly)	
MC 251 Class Piano .....	15.00
MC 229 Percussion Techniques .....	15.00

Fees to cover the cost of instruction and materials for short, non-credit courses will be announced with each such course.

## MISCELLANEOUS FEES

Transcript Fee .....	\$1.00
Two transcripts, whether partial or final, are furnished free of charge.	
Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee .....	3.00
Special Announced Test Fee .....	2.00
Breakage Card Fee .....	\$ 2.50
Graduation Fee .....	7.00

This fee is payable at the beginning of the last term prior to graduation and is not refundable.

Late Registration Fee .....	5.00
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## OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Most of these items may be purchased at the college bookstore.

Nursing students .....	\$ 20.00
Dental Hygiene students .....	\$200.00
Engineering students .....	50.00

## FEDERAL EDUCATION BENEFIT

### REFUNDS

Students who withdraw within the first five class days of any term, (except Spring Term) not including days set aside solely for registration, will be reimbursed eighty per cent of the tuition and fees. The student withdrawing must notify Registrar.

### STUDENT ACTIVITY FEE

A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Department of the Student Government Association and is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual and such special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

## FEDERAL EDUCATION BENEFIT

### VETERANS ADMINISTRATION

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office well in advance of registration. Application forms may be secured from the V.A. Regional Office or the College Registrar's office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours .....	Full time
10 to 13 semester hours .....	$\frac{3}{4}$ time
7 to 9 semester hours .....	$\frac{1}{2}$ time
1 to 6 semester hours .....	Fees only

Six semester hours is full time for each six-week session of the Spring Term. Semester hours and the number of standard class sessions determine full, three-quarter and half time eligibility for a six-week session.

A person claiming benefits and eligible to receive a monthly subsistence check, should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected about the 10th of each month.

A veteran's dependent claiming benefits under Title 38, chapters 33 or 35, is also cautioned that it is his responsibility to sign the appropriate certification form by the end of each term and mail to V.A. Regional Office.

### SELECTIVE SERVICE

The Selective Service System requires the student to fill out a written request for deferment on SSS Form 104 and file it with his local board. The college is required to submit a SSS 109 (Enrollment Certificate) to local boards for every male full-time undergraduate student at the beginning of each academic year. Upon receipt of these two forms, the local board will normally classify the student 11-S (deferred because of student status).

To be considered as "satisfactorily pursuing a full-time course of instruction", an undergraduate student who is taking a four-year course should earn 25 per cent of the credits required for his baccalaureate degree at the end of his first academic year, 50 per cent at the end of his second academic year, and 75 per cent at the end of his third academic year. The student's academic year includes the 12-month period following the beginning of his course of study. If his academic year begins August 26, 1967, deferment should expire August 25, 1968; if it begins January 8, 1969, deferment should expire January 7, 1970. Briefly stated, a registrant, to qualify for classification II-S, should complete a two-year course within 24 months after his original enrollment.

A student is considered full-time if he takes a minimum of 12 semester hours of credit work. (A course previously taken here for which the student has already received credit and a grade of "D" but is repeating to earn a transferable grade, may not be included in the 12 hours.) It is evident that a student cannot take the minimum of 12 hours a term unless he attends three terms per year.

The college is required to report any changes during the year (1) from satisfactory to unsatisfactory, (2) from full-time to part-time, (3) withdrawal from college, (4) graduation. Students desiring further information should inquire at the Registrar's Office.

## **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. (For explanation of "full time" see paragraph 2 under Selective Service.)

## **PROBATIONARY STATUS**

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

- 1.4 or better for 1 through 14 semester hours attempted**
- 1.6 or better for 15 through 27 semester hours attempted**
- 1.8 or better for 28 through 45 semester hours attempted**
- 2.0 or better for over 45 semester hours attempted or be placed on probation.**

Any student on probation is limited in his load to 12 semester hours for any regular school term and to five semester hours for each six-week session of the Spring Term.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. A student on probation is given one term to remove probation. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not. A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term (December, May, August.) A committee on probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

## **STUDENT CLASSIFICATIONS**

### **STUDENT CLASSIFICATIONS**

#### **SOPHOMORE AND FRESHMAN**

A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

#### **NON-FLORIDA STUDENTS**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-Florida student and be subject to the out-of-state tuition fee of \$150 per term.

Employees of the Board of Public Instruction who are themselves students at PBJC and who wish to request a waiver of this out-of-state tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

#### **NON-DISTRICT STUDENTS**

A student is considered a Non-District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence for the preceding twelve months in the State of Florida and in a county in Florida which is not supporting a public junior college.

Employees of the Board of Public Instruction who are themselves students at PBJC and who wish to request a waiver of this non-district tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

#### **DISTRICT STUDENTS**

A student is considered a District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida and Palm Beach County or any other Florida county which supports a public junior college for at least twelve months immediately preceding his registration at Palm Beach Junior College.

#### **REGULAR AND SPECIAL**

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. Although audit and repeat-D courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

#### **AUDITORS**

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

## ATTENDANCE

### CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

### WITHDRAWALS

A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form, have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "Withdrawn" with no grade recorded. A student who withdraws from school or from any class after the specified time limit will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

Initial steps for withdrawal from college are begun through the Dean of Men or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

### ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## GRADING

### GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A—Excellent	I—Incomplete
B—Good	W—Withdrew
C—Fair	WP—Withdrew passing
D—Poor but Passing	WF—Withdrew failing
F—Failure	AU—Audit
XF—FAILURE for Excessive Absence	NC—Non-credit Course

### QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

### GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

### DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).



## **POLICIES**

### **STUDENT LOAD**

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term.

## **POLICIES**

### **STUDENT CONDUCT**

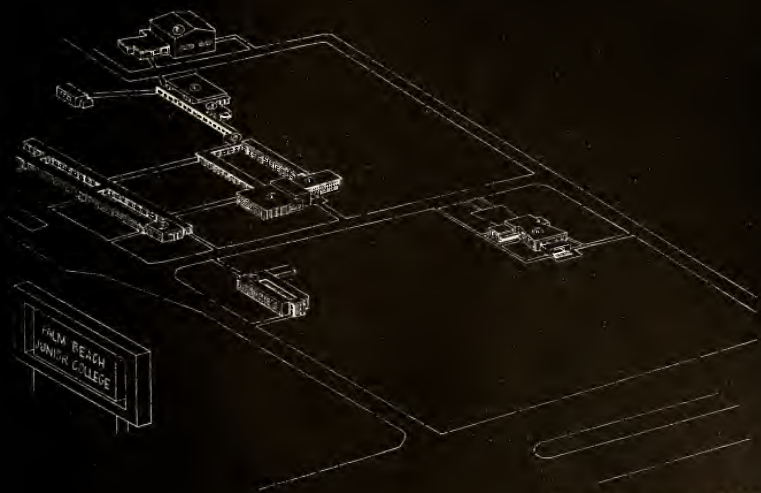
College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the College are formulated by the Board of Public Instruction, the Faculty of the College, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the College.

### **PREREQUISITES**

A student who registers for any course for which he has not completed the prerequisite will be required to drop the course.

### **REGULATION CHANGES**

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.



**The Campus — 1960**

## How To Choose Your Program

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## How To Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read carefully the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the three one-year programs offered by the college. Most will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts.

### NON-DEGREE PROGRAMS

Only three non-degree programs are offered at Palm Beach Junior College. Information on the One-Year Stenographic course may be found on page 86. The one-year program, Dental Assisting, is outlined on page 98. The Third program, Computer Tester, is outlined on page 105. A certificate is awarded upon successful completion of these courses.

Many students have limited or specific goals which do not require degrees or certification. They may register for one or more courses in evening or day classes. Counseling is available, if needed, for these individual non-degree programs.

### ASSOCIATE IN SCIENCE

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?"

is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

## **GRADUATION REQUIREMENTS FOR A. S. DEGREE**

All students who wish to graduate from Palm Beach Junior College must fulfill the seven requirements listed under the general heading "Graduation Requirements" on page 61. Students are expected to complete all the courses in the program in which they are registered.

## **GENERAL EDUCATION REQUIREMENTS FOR A. S. DEGREE\***

Students must complete the specific courses in General Education listed below:

<b>Area I COMMUNICATIONS</b>		<b>6 hours</b>
EH 101, 102, Freshman Communications	6	
<b>Area V SOCIAL SCIENCES</b>		<b>6 hours</b>
SS 101 Social Institutions	3	
AND		
SS 102 Political Institutions	3	
OR		
PL 201 American National Government	3	
OR		
HY 201 United States History to 1865	3	
<b>Area VI HEALTH</b>		<b>2 hours</b>
HH 101 Personal & Community Hygiene	2	

(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses.)

\*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students who fail to meet all A.A. degree requirements for General Education sometimes choose the A.S. degree as an alternate.

## **ASSOCIATE IN ARTS**

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

## GENERAL EDUCATION FOR A.A.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior

year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two terms each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

## GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the seven steps under the general heading "Graduation Requirements" on page 61. Students bear the primary responsibility for meeting all these requirements.

## GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work, with EACH course grade a "C" or better, in the seven subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog, but even if a student is using one of these programs, it is important for him to realize that he must make a "C" on each of the subjects used to meet the general education requirement, as well as a cumulative "C" for all subjects, in order to graduate.

Area I	COMMUNICATIONS	6 Hours
	EH Freshman Communications	6
Area II	MATHEMATICS	3 Hours
	MS 106 Mathematics for General Education or higher	3
Area III	NATURAL SCIENCES	7 Hours

### TWO OF THE FOLLOWING

BY 101	General Biology	4
BY 102	General Biology	4
*CY 101	General College Chemistry	4
CY 102	General College Chemistry And Qualitative Analysis	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

\*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of these may be applied to the General Education program.)

**Area IV HUMANITIES ..... 5 Hours****ONE OF THE FOLLOWING**

EH 201 English Literature to 1800 .....	3
EH 202 English Literature after 1800 .....	3
EH 203 World Literature to 1600 .....	3
EH 204 World Literature after 1600 .....	3
EH 205 American Literature to 1865 .....	3
EH 206 American Literature after 1865 .....	3

**AND ONE OF THE FOLLOWING**

AT 110 History and Appreciation of Art .....	2
AT 111 History and Appreciation of Art .....	2
MC 110 Music Appreciation .....	2

**Area V SOCIAL SCIENCES ..... 6 Hours**

SS 101 Social Institutions .....	3
and	
SS 102 Political Institutions .....	3
or	
PL 201 American National Government .....	3
or	
HY 201 United States History to 1865 .....	3

**Area VI HEALTH ..... 2 Hours**

HH 101 Personal & Community Hygiene .....	2
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(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses from the list of electives below.)

**Area VII ELECTIVES (from the list below) ..... 7 Hours****Total 36 Hours**

Electives must be selected from two of the following areas.

**Area I: COMMUNICATIONS**

FH 101 Elementary French .....	3
FH 102 Elementary French .....	3
FH 213 Conversational French .....	2
FH 214 Conversational French .....	2
GN 101 Elementary German .....	3
GN 102 Elementary German .....	3
IN 101 Elementary Italian .....	3
IN 102 Elementary Italian .....	3
LC 101 The Art of Thinking .....	3
SH 101 Elementary Spanish .....	3
SH 102 Elementary Spanish .....	3
SH 213 Conversational Spanish .....	2
SH 214 Conversational Spanish .....	2
SP 101 Fundamentals of Speech .....	3
SP 102 Public Speaking .....	3
SP 203 Oral Interpretation .....	3

**Area II: MATHEMATICS**

MS 111 College Algebra or higher .....	3
BA 110 Applied Mathematics of Finance .....	3



## GENERAL EDUCATION FOR A.A.

### Area III: NATURAL SCIENCES

BY 101 General Biology .....	4
BY 102 General Biology .....	4
BY 156 Microbiology .....	3
BY 203 Genetics .....	3
BY 205 Experiments in Genetics .....	1
BY 211 Botany .....	4
BY 221 Horticulture .....	3
CY 101 General Chemistry .....	4
CY 102 General Chemistry .....	4
PH 201 General Physics .....	4
PH 202 General Physics .....	4
PH 205 General Physics with Calculus I .....	4
PH 206 General Physics with Calculus II .....	4
PS 101 Survey of Physical Science .....	3
PS 102 Survey of Physical Science .....	4

### Area IV: HUMANITIES

AT 110 History and Appreciation of Art .....	2
AT 111 History and Appreciation of Art .....	2
AT 210 Interior Design .....	2
EH 201 English Literature to 1800 .....	3
EH 202 English Literature after 1800 .....	3
EH 203 World Literature to 1600 .....	3
EH 204 World Literature after 1600 .....	3
EH 205 American Literature to 1865 .....	3
EH 206 American Literature after 1865 .....	3
FH 201 Intermediate French .....	3
FH 202 Intermediate French .....	3
FH 270 French Literature .....	3
FH 271 French Literature .....	3
GN 201 Intermediate German .....	3
GN 202 Intermediate German .....	3
MC 110 Music Appreciation .....	2
PI 101 Introduction to Philosophy .....	3
PI 102 Major Moral Theories .....	3
SH 201 Intermediate Spanish .....	3
SH 202 Intermediate Spanish .....	3
SP 103 Introduction to the Theater .....	3
SP 104 Techniques of Dramatic Art .....	3

### Area V: SOCIAL SCIENCES

BA 204 Economics .....	3
GY 101 Elements of Geography .....	3
HY 101 Ancient and Medieval Civilizations .....	3
HY 102 Modern Civilization .....	3
HY 201 United States History to 1865 .....	3
PL 201 American National Government .....	3
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## GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P. E. activity credit will be allowed.
- (2) The last fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the term in which the degree is earned.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, adults who are enrolled in the Evening Division program, and those students enrolled in the one-year programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (6) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (7) General Education requirements as specified under Associate in Science and Associate in Arts above.

## HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty of the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

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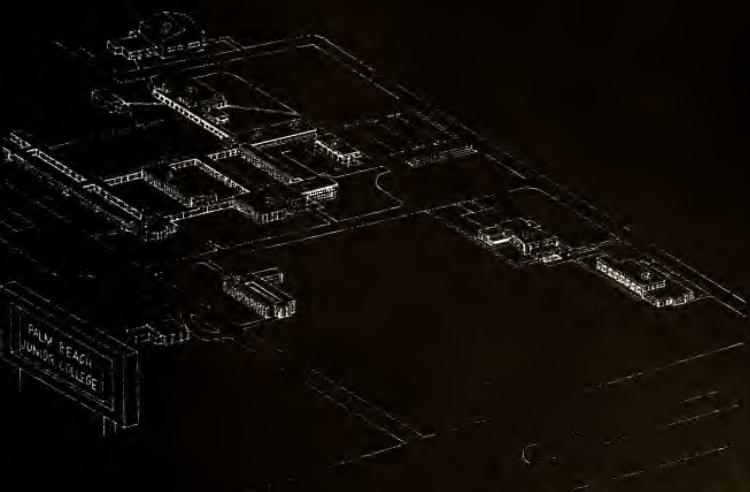
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## HOW TO USE THIS SECTION

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to be able to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

### 1. Turn to your department.

Suppose you have discovered by reading the lists in the preceding section that the courses in Art for Advertising and Industry are listed in the Art Department, (actually on the next page to this one). Turn to your department, it is in alphabetical order in this section.

### 2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

### 3. Check your major.

The list of majors is meant as a quick reference. Yes, Art for Advertising and Industry is one of the major areas in the Art Department.

### 4. Find your program.

Note that Art for Advertising and Industry has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the section under that title in the preceding section.

### 5. Examine the Program and look up your courses.

Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the English Department. PE, (Physical Education) and HH, (Health), are to be found in the Health and Physical Education Department.

You may wish to consult the reference list below which shows all course prefixes and the department under which course descriptions identified by these prefixes will be found.

Prefix	Department	Prefix	Department
AC	Engineering Technology and Physics	HR	Business
AT	Art	HY	Social Science
BA	Business	IN	Foreign Languages
BE	Business	JM	English
BY	Biology	LC	English
CL	Engineering Technology and Physics	LT	Library
CY	Chemistry	MC	Music
DA	Dental Health Services	ML	Engineering Technology and Physics
DG	Engineering Technology and Physics	MS	Mathematics
DP	Data Processing	NG	Nursing
DS	Dental Health Services	PE	Health and Physical Education
DT	Dental Health Services	PH	Engineering Technology and Physics
EG	Engineering Technology and Physics	PI	Social Science
EH	English	PO	Social Science
EL	Engineering Technology and Physics	PS	Engineering Technology and Physics
EN	Social Science	PY	Social Science
FH	Foreign Languages	RG	Business
GN	Foreign Languages	RN	Social Science
GY	Social Science	SH	Foreign Languages
HE	Home Economics	SP	English
HH	Health and Physical Education	SS	Social Science

# Art

**FACULTY:** Houser (Chairman), Farley, Gray, Hale, Dick

**MAJORS:** Architecture, Art for Advertising and Industry, Art Teacher, Commercial Art, Craftsmen (Ceramics, Industrial Design, Textile), Fine Arts (Drawing, Painting, Sculpture), History of Art, Interior Design, Photography.

**COURSE PREFIXES:** AT

**PROGRAMS:**

**ART FOR ADVERTISING AND INDUSTRY (A.S.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101-102	Design I; Advertising Design		6	
AT 103-104	Drawing I; Drawing II		6	
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
HH 101	Personal & Community Hygiene		2	
AT 108	Photography		2	
SS 101-102*	Social Inst.; Political Inst.		6	
**Electives			2	
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## SOPHOMORE YEAR

AT 201-202	Techniques of Advertising & Industry	6
AT 110-111	History & Appreciation of Art	4
PE	Physical Education	2
AT 203	Painting I	2
AT 204	Drawing III	3
PY 201	General Psychology	3
***Electives		12
		<hr/> 32

**SOME SUGGESTED ELECTIVES:**

<b>Art:</b>	AT 105 Ceramics I
	AT 106 Ceramics II
	AT 107 Enameling
	AT 205 Painting II
	AT 210 Interior Design
<b>Business:</b>	BA 101 Accounting Principles
	BA 110 Applied Mathematics of Finance
<b>Drafting:</b>	EG 101 Engineering Graphics I
	EG 102 Engineering Graphics II
<b>Drama:</b>	SP 105 Fundamentals of Stagecraft
<b>Engineering Graphics:</b>	EG 101 Engineering Graphics I
<b>Home Economics:</b>	HE 106 Elements of Clothing Construction
	HE 201 Clothing Construction
	HE 203 Costume Selecting
<b>Journalism:</b>	JM 101 Writing for Mass Communications
	JM 102 Survey of Communications

\* PL 201 or HY 201 may be substituted for SS 102.

\*\* Suggested elective: BE 105, Typewriting, If student has not had 1 year in high school.

\*\*\* Electives in major areas of individual programs.

# ART

## ARCHITECTURE (A.A.)

		FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
COURSE	TITLE			Fall Term	Winter Term	
AT 101	Design I			3		
AT 109	Design II				3	
AT 103	Drawing I			3		
AT 104	Drawing II				3	
EH 101-102	Freshman Communications			3	3	
SS 101-102*	Social Inst; Political Inst.			3	3	
MS 111	College Algebra			3		
MS 121	Trigonometry & Analytic Geometry				3	
PE	Physical Education			1	1	
				16	16	

## SOPHOMORE YEAR

AT 110	History & Art Appreciation	2		
AT 111	History & Art Appreciation		2	
AT 210	Interior Design		2	
PH 201-202	General Physics	4	4	
HH 101	Personal & Community Hygiene	2		
EH	Literature	3		
PE	Physical Education	1	1	
Electives		4	7	
		16	16	

## ART TEACHER (A.S.)

### FRESHMAN YEAR

		FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
COURSE	TITLE			Fall Term	Winter Term	
AT 101	Design I			3		
AT 102	Advertising Design				3	
AT 103	Drawing I			3		
AT 104	Drawing II				3	
EH 101-102	Freshman Communications			3	3	
SS 101-102*	Social Inst.; Political Inst.			3	3	
PE	Physical Education			1	1	
Electives				3	3	
				16	16	

### SOPHOMORE YEAR

AT 203	Painting I	2		
AT 204	Drawing III		3	
AT 108	Basic Photography	2		
AT 109	Design II		3	
AT 110	History & Art Appreciation	2		
AT 111	History & Art Appreciation		2	
EH	Literature	3		
MS 106	Math. for General Education		3	
HH 101	Personal & Community Hygiene	2		
PE	Physical Education	1	1	
MC 110	Music Appreciation	2		
	Natural Science	3 or 4	3 or 4	
		17-18	15-16	

\*PL 201 or HY 201 may be substituted for SS 102.

**COMMERCIAL ART AND PHOTOGRAPHY (A.S.)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
AT 101	Design I	3		
AT 102	Advertising Design		3	
AT 103	Drawing I	3		
AT 104	Drawing II		3	
EH 101-102	Freshman Communications	3	3	
MS 106	Math for Gen. Education	3		
PE	Physical Education	1	1	
SS 101-102*	Social Inst.; Political Inst.	3	3	
Electives			3	
		16	16	

**SOPHOMORE YEAR**

AT 201-202	Techniques of Advertising & Industry	3	3	
AT 108	Basic Photography	2		
AT 204	Drawing III		3	
AT 110-111	History & Art Appreciation	2	2	
EH	Literature	3		
HH 101	Personal & Community Hygiene	2		
PE	Physical Education	1	1	
	Natural Science	3 or 4	3 or 4	
Electives			4	
		16-17	16-17	

**CRAFTSMEN AND INTERIOR DESIGN (A.A.)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
AT 101	Design I	3		
AT 109	Design II		3	
AT 103	Drawing I	3		
AT 104	Drawing II		3	
EH 101-102	Freshman Communications	3	3	
SS 101-102*	Social Inst.; Political Inst.	3	3	
PE	Physical Education	1	1	
Electives		3	3	
		16	16	

**SOPHOMORE YEAR**

AT 105	Ceramics I	2		
AT 106	Ceramics II		2	
AT 110	History & Art Appreciation	2		
AT 111	History & Art Appreciation		2	
AT 210	Interior Design		2	
AT 108	Basic Photography		2	
or				
AT 203	Painting I		(2)	
EH	Literature	3		
MS 106	Math for General Education	3		
HH 101	Personal & Community Hygiene		2	
PE	Physical Education	1	1	
	Natural Science	3 or 4	3 or 4	
Electives		2	2	
		16-17	16-17	

\* PL 201 or HY 201 may be substituted for SS 102.



# ART

## FINE ART AND HISTORY OF ART (A.A.)

COURSE	TITLE	FRESHMAN YEAR		CREDIT
		SEMESTER	HOURS	
		Fall Term	Winter Term	
AT 101	Design I	3		
AT 109	Design II		3	
AT 103	Drawing I	3		
AT 104	Drawing II		3	
EH 101-102	Freshman Communications	3	3	
SS 101-102*	Social Inst.; Political Inst.	3	3	
PE	Physical Education	1	1	
	Electives	3	3	
		16	16	

## SOPHOMORE YEAR

AT 203	Painting I	2		
AT 205	Painting II		2	
AT 204	Drawing III		3	
AT 110-111	History & Art Appreciation	2	2	
AT 108	Basic Photography	2		
MS 106	Math for General Education	3		
HH 101	Personal & Community Hygiene		2	
EH	Literature	3		
	Natural Sciences	3 or 4	4	
PE	Physical Education	1	1	
	Electives		2	
		16-17	16	

\* PL 201 or HY 201 may be substituted for SS 102.

## COURSE DESCRIPTIONS:

### AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 1-4-3\*

### AT 102 ADVERTISING DESIGN

Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3\*

### AT 103 DRAWING I

A basic course in drawing using gesture, contour, mass, value and structure to develop observation and execution. The figure is emphasized. 1-4-3\*

### AT 104 DRAWING II

This course is a continuation of AT 103 including linear and aerial perspective with composition being stressed. A variety of media is used. 1-4-3\*

### AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. Structure and artistic merit are stressed. 0-4-2\*

\*Lecture-Lab-Credit Hours

**AT 106 CERAMICS II**

(Prerequisite: AT 105) A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2\*

**AT 107 ENAMELING**

This study includes an analysis of historic and modern practices, exploration, experimentation and individual expression in all enameling techniques with emphasis on professional quality of execution. 0-4-2\*

**AT 108 BASIC PHOTOGRAPHY**

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographs. 0-4-2\*

**AT 109 DESIGN II**

(Prerequisite: AT 101) Further exploration of the visual principles and elements with emphasis on the third dimension is undertaken. A wide variety of appropriate materials will be used. 1-4-3\*

**AT 110 HISTORY AND APPRECIATION OF ART**

The study covers art from baroque times to the present. The periods of emphasis are the 18th, 19th and 20th centuries and include painting, sculpture, architecture, photography and industrial design. The course consists of lectures, discussions and museum and gallery visits. Outside reading is required. 2-0-2\*

**AT 111 HISTORY AND APPRECIATION OF ART**

The study is of traditional art and its relationship to its eras of development. Prehistoric, ancient, classical, Byzantine, Renaissance, Medieval, Gothic and Romanesque art to the time of the Baroque are studied. This is a lecture discussion class where outside reading is required. 2-0-2\*

**AT 112 ARTS AND CRAFTS**

A survey of the fields of arts and crafts as it pertains to recreational activities for the student who expects to teach in a camp or playground is covered. This course is concerned with the application of inexpensive materials and articles, with emphasis on the development of ingenuity, creativity and imagination of the student. 1-4-3\*

**AT 201 TECHNIQUES OF ADVERTISING AND INDUSTRY**

(Prerequisite: AT 102 Advertising Design) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

**AT 202 TECHNIQUES OF ADVERTISING AND INDUSTRY**

(Prerequisite: AT 201) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\*

**AT 203 PAINTING I**

(Prerequisite: AT 100 level lab course in Art) This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0-4-2\*

\* Lecture-Lab-Credit Hours

## **ART**

### **AT 204 DRAWING III**

(Prerequisite: AT 103 and AT 104) Continued study of the figure, perspective and composition form the basis for creative procedures. Individual research is required on the part of the student. (A variety of media will be used.) 1-4-3\*

### **AT 205 PAINTING II**

(Prerequisite: AT 203) This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 0-4-2\*

### **AT 210 INTERIOR DESIGN**

The aim is to provide the skills, judgment and imagination needed to create beautiful functional, and individual homes and offices. Design, function, materials and furnishings are studied. Appropriate field trips and visiting lecturers are part of the course. This is for the general student to develop personal competence and to serve the art major an introduction to the field of interior design. 1-2-2\*

\* Lecture-Lab-Credit Hours

# Biology

**FACULTY:** Gathman (Chairman), Baker, Butler, Caylor, Gross, Hartman, Holling, Marsteller, Maxwell, McCart, Sammons, Tegiacchi.

**MAJORS:** Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Medical Assistant (Tech), Plant Sciences (Agriculture), Pre-Lab Technology, Science Education, Zoology.

**COURSE PREFIXES:** BY

**PROGRAMS:**

**GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)**

**SUGGESTED CURRICULUM:** This is a minimum program. It is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. Note: The same basic courses apply no matter which branch of biology is the student's final goal.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
CY 101-102	General Chemistry		8	
BY 101-102	General Biology		8	
SS 101	Social Institutions		3	
PE	Physical Education		2	
MS 111-121	Col. Algebra; Trigonometry		6	
				<hr/>
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## SOPHOMORE YEAR

BY 211	Botany	4
BY 201-202	Comparative Vertebrate Anatomy	6
CY 211-212	Organic Chemistry	8
EH	English Literature	3
HH 101	Personal & Community Hygiene	2
SS 102*	Political Institutions	3
BY 203	Genetics	3
BY 205	Experiments in Genetics	1
PE	Physical Education	2
		<hr/>
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\*\*PL 201 or HY 201 may be substituted for SS 102.

## BIOLOGY

### MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BA 101	Principles of Accounting	3
BE 100	Office Machines	2
BE 105-106†	Typewriting	4
BY 151-152	Anatomy and Physiology	6
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
HH 103	First Aid	1
CY 105	Introduction to Chemistry	4
PE	Physical Education	2
PY 201	General Psychology	3
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#### SOPHOMORE YEAR

BE 101	Office Practice	3
BE 204	Medical Transcription	2
BE 205	Advanced Typewriting	2
BE 200	Business Communications	3
BY 156	Microbiology	3
BY 251	Medical Laboratory Procedures	3
BY 254	Internship	3
BY 255-256	Medical Terminology	5
PE	Physical Education	2
PY 202*	Personality Development	3
SS 101-102**	Social Inst.; Political Inst.	6
		<hr/> 35

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*PY 203 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.



**PLANT SCIENCES (AGRICULTURE) (A.A.)**

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BY 101-102	General Biology		8	
BY 203*	Genetics		3	
BY 205*	Experiments in Genetics		1	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
MS 121	College Trigonometry		3	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
				<hr/>
				32

\*Students planning to major in the life sciences in the College of Agriculture, University of Florida should not take genetics here.

**SOPHOMORE YEAR**

CY 101-102	General College Chemistry	8
EH	Literature	3
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
PH 201-202	General Physics	8
AT 110 or 111	History & Appreciation of Art	2
MC 110	Music Appreciation	2
***Electives		5
		<hr/>
		32

**PRE-LABORATORY TECHNOLOGY (A.A.)**

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlined.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
CY 101-102	General Chemistry	4	4		
or					
CY 100	Introduction to Chemistry (3)				
BY 101-102	General Biology	4	4		
EH 101-102	Freshman Communications	3	3		
MS 111-121	College Algebra; Trigonometry	3	3		
PE	Physical Education	1	1		
SS 101-102**	Social Inst.; Political Inst.	3	3		
		<hr/>	<hr/>		
		18	18		

NOTE: If CY 100 must be taken, BY 102 must be taken in the summer session.

If MS 101 must be taken, then a semester of math must be taken first term, second year.

\*\*May be postponed until the third year if elective is chosen.

\*\*\*Suggested Elective, BY 211.

Note: Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

## BIOLOGY

### SOPHOMORE YEAR

CY 202	Quantitative Analysis	4	4
CY 211-212	Organic Chemistry	4	4
EH	English Literature	3	
PH 201-202**	General Physics	4	4
AT 110-111	History & Appreciation of Art	2	
or			
MC 110	Music Appreciation (2)		
PE	Physical Education	1	1
HH 101**	Personal & Community Hygiene	2	
	Elective		4
		16	17

### THIRD YEAR

BY 201-202	Comparative Vertebrate Anatomy	3	3
PY 201	General Psychology	3	
BY 203	Genetics		3
BY 205	Experiments in Genetics		1
BY 156	Microbiology		3
	Electives (BE 105, 106 and a language)	9	6
		15	16

## COURSE DESCRIPTIONS:

### BY 101 GENERAL BIOLOGY

The first term of General Biology includes the study of the characteristics, behavior, and composition of living things, the development of the plant kingdom, and introductory work in genetics. 3-2-4\*

### BY 102 GENERAL BIOLOGY

(Prerequisite: BY 101 General Biology) The second term of General Biology considers the development of the animal kingdom culminating with man. 3-2-4\*

### BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skeletal, muscular, and nervous systems. 2-2-3\*

### BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology) This course is a continuation of BY 151. The circulatory, respiratory, digestive, excretory and reproductive systems of the body are studied. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3\*

### BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3\*

### BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology) The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-4-3\*

\*Lecture-Lab-Credit Hours

**BY 202 COMPARATIVE VERTEBRATE ANATOMY**

(Prerequisite: BY 201 Comparative Vertebrate Anatomy) This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition some early embryology is included. 2-4-3\*

**BY 203 GENETICS**

(Prerequisite: BY 101, General Biology) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\*

**BY 205 EXPERIMENTS IN GENETICS**

(Co-requisite or Prerequisite: BY 203 and permission of instructor) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\*

**BY 211 BOTANY**

(Prerequisite: BY 101 General Biology) The origin, form, structure, growth, reproduction, and physiology of plants and their various organs are included in this course. 3-3-4\*

**BY 215 INTRODUCTION TO MARINE BIOLOGY**

(Prerequisite: BY 102) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4\*

**BY 251 MEDICAL LABORATORY PROCEDURES**

(Prerequisite: CY 100 and CY 105 or higher. Previous experience will fulfill this prerequisite.) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1-4-3\*

**BY 254 INTERNSHIP**

During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\*

**BY 255 MEDICAL TERMINOLOGY**

(Prerequisite: BY 151 Anatomy and Physiology or consent of the instructor) The objective of this course is to familiarize the students with the prefixes, suffixes, and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3\*

**BY 256 ADVANCED MEDICAL TERMINOLOGY**

(Prerequisite: BY 255 Medical Terminology) This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. 2-0-2\*

## Business

**FACULTY:** Batson (Chairman), Dixon, Franklin, Gridley, Holt, Hummel, Kane, Ledbetter, Martin, Okerstrom, Smith, Yeaman.

**FOOD SERVICE MANAGEMENT:** Rudd, Ambrosio

**HOTEL-MOTEL MANAGEMENT:** Rudd, Ambrosio

**RETAILING:** Holzman, Widdows

**MAJORS:** Accounting, Business Administration (University Parallel), Business Teacher, Clerical Practice, Economics, Educational Secretary, Executive Secretary, Food Service Management, General Business (Tech), Hotel-Motel Management, Insurance, International Trade, Management, Medical Secretary, Real Estate, Retailing (Management and Merchandising), Sales and Marketing, Stenographic (one year).

**COURSE PREFIXES:** BA, BE, HR, RG

**PROGRAMS:** Students majoring in Business Teacher, Economics, Insurance, International Trade, Management, Real Estate, Sales and Marketing will follow the program as outlined under Business Administration, (A.A.).

Students majoring in Legal Secretary or Medical Secretary will follow the program outlined under Executive Secretary, (A.S.), with substitutions as arranged in counseling.

### ACCOUNTING (A.A.)

		FRESHMAN YEAR		
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BE 105**	Typewriting		2	
DP 101	Unit Record Equipment		3	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
AT 110 or 111	History and Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
			<hr/>	
			33	

### SOPHOMORE YEAR

BA 204-205	Principles of Economics	6
DP 102	Basic Computer Theory	3
DP 103	The Accounting Machine	3
DP 203	Data Processing Applications	3
EH	Literature	3
HH 101	Personal and Community Hygiene	2
MS 208	Elementary Statistics	3
PE	Physical Education	2
	Natural Science	7-8

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\*PL 201 or HY 201 may be substituted for SS 102.

\*\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

# **BUSINESS ADMINISTRATION (A.A.)**

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Business Administration, Economics, Management, Sales and Marketing, Business Teacher, Hotel Management, Real Estate Insurance, and Retailing.

## **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BE 100	Office Machines		2	
DP 102	Basic Computer Theory		3	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
PE	Physical Education		2	
	Natural Sciences		7-8	
SS 101-102*	Social Inst.; Political Inst.		6	

**32-33**

## **SOPHOMORE YEAR**

AT 110 or 111	History and Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
HH 101	Personal & Community Hygiene	2
BA 101-102	Principles of Accounting	6
BA 204-205	Principles of Economics	6
BE 105**	Typewriting	2
BE 200	Business Communications	3
EH	Literature	3
MS 208	Elementary Statistics	3
PE	Physical Education	2
Electives†		3

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# **CLERICAL PRACTICE (A.S.)**

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

## **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BE 105-106**	Typewriting		4	
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives			11	

**32**

## **SOPHOMORE YEAR**

BA 101	Principles of Accounting	3
BA 110	Mathematics of Finance	3
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 205	Typewriting	2
BE 200	Business Communications	3
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
Electives		12

**32**

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Every student is expected to have a useable skill in typewriting.

If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

†MS 121, MS 204, SP 101, LC 101, or PY 201.

Students transferring to Florida Atlantic University are expected to complete BA 207-208, SP 101.

## BUSINESS

### EDUCATIONAL SECRETARY (A.S.)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101	Accounting Principles		3	
BA 110	Mathematics of Finance		3	
BE 100	Office Machines		2	
BE 103-104*	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106*	Typewriting		4	
EH 101-102	Freshman Communications		6	
SS 101	Social Institutions		3	
PE	Physical Education		2	
				32

#### SOPHOMORE YEAR

BA 204	Principles of Economics	3
BA 209	Florida School Laws and Regulations	3
BA 213	Principles of Supervision for Office Personnel	3
BA 271	Human Relations in Business	3
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205*	Advanced Typewriting	2
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
PL 201	American National Government	3
PY 201	General Psychology	3
		<hr/> 33

### EXECUTIVE SECRETARY (A.S.)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BE 103-104**	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106**	Typewriting		4	
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
SS 101-102***	Social Inst.; Political Inst.		6	
				33

\*All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

\*\*The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.

Suggested elective courses: BE 203, HE 203, and SP 101.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.



**SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BA 110*	Applied Mathematics of Finance	3
BA 204	Principles of Economics	3
BA 207-208	Business Law	6
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 202	Advanced Transcription	3
BE 205	Advanced Typewriting	2
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
		<hr/> 35

**FOOD SERVICE MANAGEMENT (A.S.)**

The Department of Hotel-Motel-Restaurant Management is offering a four-semester program to provide instruction in all areas of food service, with special emphasis on hospital and nursing home food service. Employment opportunities are excellent since Palm Beach County's population of senior citizens is so large and expanding rapidly.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102	Freshman Communications	6
HH 101	Personal and Community Hygiene	2
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
HR 102	Introduction to Foods	3
HR 210	Food Composition and Preparation	3
HE 101	Elements of Nutrition	3
HR 212	Personnel Management	3
BA 101	Principles of Accounting	3
		<hr/> 31

**SOPHOMORE YEAR**

AT 110 or 111	History and Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
HR 118-218	Food Service Practicum	8
HR 211	Purchasing Management	3
HR 214	Food and Beverage Control	2
HR 215	Equipment Use and Maintenance	3
PE	Physical Education	2
SS 101-102	Social Inst.; Political Inst.	6
HR 213	Quantity Food Service	3
HH 103	First Aid	1
Elective		3
		<hr/> 33

\*Legal secretaries substitute BE 203 for BA 110.

## BUSINESS

### GENERAL BUSINESS, (A.S.)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BA 110	Applied Mathematics of Finance		3	
BE 100	Office Machines		2	
BE 105†	Typewriting		2	
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
				32

#### SOPHOMORE YEAR

BA 204-205	Principles of Economics	6
BA 207-208	Business Law	6
BA 212	Principles of Marketing	3
BA 214	Principles of Salesmanship	3
BE 200	Business Communications	3
DP 102	Basic Computer Theory	3
PE	Physical Education	2
Electives**		6
		32

### HOTEL-MOTEL MANAGEMENT (A.S.)

The Hotel-Motel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the hospitality industry.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
HH 101	Personal and Community Hygiene		2	
HR 100	Introduction to Hotel-Motel-Restaurant Management		3	
HR 101	Hotel-Motel-Restaurant Accounting		3	
HR 212	Personnel Management		3	
HR 202	Hotel-Motel Housekeeping		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP	Fundamentals of Speech		3	
Electives††			3	
				31

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggested elective courses: PY 201, SP 101, LC 101, BE 106, AT 110, MC 110.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

††Electives must be HR 102, 201, 210, or 213.

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
HR 118-218* .....	Hotel-Motel-Restaurant Practicum .....	8		
HR 204 .....	Management Practices in H-M-R .....	3		
HR 207 .....	Legal Problems .....	3		
HR 211 .....	Purchasing Management .....	3		
HR 214 .....	Food & Beverage Control .....	2		
HR 215 .....	Equipment, Use, & Maintenance .....	3		
HR 216 .....	Sales Promotion and Advertising .....	3		
PE .....	Physical Education .....	2		
SS 101-102** .....	Social Inst.; Political Inst. ....	6		
				<hr/> 33

## RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 212 .....	Principles of Marketing .....	3		
BA 214 .....	Salesmanship .....	3		
EH 101 .....	Freshman Communications .....	3		
PE .....	Physical Education .....	2		
RG 101 .....	Retail Buying .....	3		
RG 102 .....	Textiles .....	3		
RG 103-104 .....	Intro. to Job & Retail Practicum I; II .....	6		
RG 106 .....	Merchandise Mathematics .....	3		
SS 101-102** .....	Social Inst.; Political Inst. ....	6		
				<hr/> 32

## SOPHOMORE YEAR

HH 101 .....	Personal and Community Hygiene .....	2		
BA 101 .....	Principles of Accounting .....	3		
BA 204 .....	Principles of Economics .....	3		
BA 207 .....	Business Law .....	3		
PE .....	Physical Education .....	2		
RG 107 .....	Retail Advertising & Promotion .....	3		
RG 108 .....	Retail Management & Personnel Problems .....	3		
RG 111-112 .....	Supervised Job Seminar I; II .....	6		
SP 101 .....	Fundamentals of Speech .....	3		
Electives:*** .....		4		
				<hr/> 32

\*University transfer students substitute:

MS 106

Natural Science

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*Electives must be from RG 105, 109, or 110.

## BUSINESS

### STENOGRAPHIC (ONE YEAR) NON-DEGREE

This curriculum is a one-year terminal course. It is intended to train the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101	Principles of Accounting		3	
BA 110	Applied Mathematics of Finance		3	
BE 100	Office Machines		2	
BE 101	Office Practice		3	
BE 103-104*	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106*	Typewriting		4	
BE 200	Business Communications		3	
EH 101	Freshman Communications		3	
SP 101	Fundamentals of Speech		3	
				33

### COURSE DESCRIPTIONS:

#### BA 100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3-0-3\*\*

#### BA 101 PRINCIPLES OF ACCOUNTING

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3\*\*

#### BA 102 PRINCIPLES OF ACCOUNTING

(Prerequisite: BA 101 or equivalent) This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3\*\*

#### BA 110 APPLIED MATHEMATICS OF FINANCE

This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, geometric progressions and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3\*\*

\*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.

Suggested electives: BA 102, BE 201, BE 203, or SS 102.

\*\*Lecture-Lab-Credit Hours.

**BA 201 INTERMEDIATE ACCOUNTING**

(Prerequisite: BA 102 or equivalent) This course offers a detailed study of accounting records and end-of-period procedures, especially as applied to the manufacturing business. It stresses theory and the use of alternate acceptable procedures both in recording and in the preparation of statements. The organization of the corporation, its characteristic accounts, and the recording of transactions peculiar to the corporation are studied in detail. 3-0-3\*

**BA 202 INTERMEDIATE ACCOUNTING**

(Prerequisite: BA 201) This course is a continuation of BA 201 and furnishes a detailed study of the assets of the corporation and methods of evaluation. Other topics studied and discussed at length are: accounting for liabilities, the handling of reserves, determination of net income, comparative study of statements, and the application of funds. Experience is provided for the student through a series of problems rather than a practice set. 3-0-3\*

**BA 203 COST ACCOUNTING**

(Prerequisite: BA 102 or equivalent) This course is a study of the most common cost systems with emphasis on costs for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

**BA 204 PRINCIPLES OF ECONOMICS**

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business, and the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, and money and banking. 3-0-3\*

**BA 205 PRINCIPLES OF ECONOMICS**

(Prerequisite: BA 204) This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

**BA 207 BUSINESS LAW**

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\*

**BA 208 BUSINESS LAW**

(Prerequisite: BA 207) This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3\*

**BA 209 FLORIDA SCHOOL LAW**

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3\*

\* Lecture-Lab-Credit Hours



## **BUSINESS**

### **BA 210 PRINCIPLES OF MANAGEMENT**

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

### **BA 212 PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

### **BA 213 PRINCIPLES OF SUPERVISION**

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3\*

### **BA 214 SALESMANSHIP**

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from job manuals, and illustrations from company training materials are emphasized in the course. 3-0-3\*

### **BA 271 HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

### **BE 100 OFFICE MACHINES**

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the rotary calculators, printing calculators, key-driven calculators, dictating, ten-key adding, full-key adding, and the various accounting machines found in the business field today. 1-2-2\*

### **BE 101 OFFICE PRACTICE**

(Prerequisite: BE 105 or equivalent) This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3\*

### **BE 103 SHORTHAND**

(Co-requisite: BE 105 or BE 106) All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 5-0-3\*

### **BE 104 DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 105 or equivalent) The course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 2-3-3\*

### **BE 105 TYPEWRITING**

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

\* Lecture-Lab-Credit Hours



**BE 106 TYPEWRITING**

(Prerequisite: BE 105 or equivalent) This course is a continuation of BE 105 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

**BE 200 BUSINESS COMMUNICATIONS**

(Prerequisites: EH 101, and BE 105 or equivalent) The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better correspondence. 3-0-3\*

**BE 201 ADVANCED SHORTHAND DICTATION**

(Prerequisite: BE 106 or equivalent) This course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2-3-3\*

**BE 202 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 106 or equivalent, BE 104 or equivalent, BE 201.) In addition to high speed dictation practice from 120 words up, a unit of legal dictation and medical dictation is given. Emphasis is placed on spelling, punctuation, and English; details absolutely essential to mailable transcripts. 2-3-3\*

**BE 203 LEGAL DICTATION AND TRANSCRIPTION**

(Prerequisites: BE 202 or BE 208 or permission of instructor.) High-speed dictation practice is given utilizing high-speed shorthand short cuts applicable to legal stenography. Emphasis is on legal terminology, dictation and transcription of legal papers, and the preparation of income tax forms. 1-2-2\*

**BE 204 MEDICAL TRANSCRIPTION**

(Prerequisite: Biology 255 and BE 106 or equivalent) Sufficient practice on transcribing machines from medical dictation of letters, medical reports, and medical case histories is provided to develop a usable skill in this phase of the medical assistant's work. 1-2-2\*

**BE 205 ADVANCED TYPEWRITING**

(Prerequisite: BE 106) Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2\*

**BE 206 MACHINE SHORTHAND**

(Co-requisite: BE 105 or BE 106 or equivalent) All the basic theory of the machine shorthand system is studied. The Stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3\*

**BE 207 MACHINE SHORTHAND**

(Prerequisite: BE 206) This course is a continuation of BE 206, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3\*

**BE 208 MACHINE SHORTHAND**

(Prerequisite: BE 206 and 207) This course is a continuation of BE 207. Special emphasis is placed on high speed development and its application to usable transcription. The skill objective is 100 to 140 words a minute, with transcription speed of 45 to 60 words a minute. 1-4-3\*

## **BUSINESS**

### **BE 209 MACHINE SHORTHAND**

(Prerequisite: BE 206, BE 207, and BE 208) This course is designed for those people who plan to go into the field of court reporting. All work is on speed development. Dictation skill of 140 to 180 words a minute will be developed. 1-4-3\*

### **HOTEL-MOTEL MANAGEMENT**

#### **HR 100 INTRODUCTION TO HOTEL-MOTEL-RESTAURANT MANAGEMENT**

The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course. 3-0-3\*

#### **HR 101 HOTEL-MOTEL-RESTAURANT ACCOUNTING**

This is a study of accounting applications to various service institutions. Emphasis is placed on operating cost data, cost analyses and methods of reporting for managerial uses, and the NCR posting machine. 3-0-3\*

#### **HR 102 INTRODUCTION TO FOODS**

This is an elementary foods course which deals with the basic principles and fundamental processes underlying food preparation. 3-0-3\*

#### **HR 118 HOTEL-MOTEL MANAGEMENT PRACTICUM AND SEMINAR**

Students obtain in-season employment in local motel and hotel establishments. Thereafter, periodic observation by the coordinator will ascertain that both working hours and responsibility make for a learning sequence that will escalate to a supervisory status. A written project commensurate with assigned duties is required. 2-6-4\*

#### **HR 201 OFFICE MANAGEMENT**

This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated. 3-0-3\*

#### **HR 202 HOTEL-MOTEL HOUSEKEEPING**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

#### **HR 204 HOTEL-MOTEL MANAGEMENT PRACTICE**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

#### **HR 207 LEGAL PROBLEMS**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

#### **HR 210 FOOD COMPOSITION AND PREPARATION**

(Prerequisite: HR 102 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 3-0-3\*

#### **HR 211 PURCHASING MANAGEMENT**

The major emphasis will be upon estimates of raw materials needed for the operation of a hotel, motel, or food establishment. 3-0-3\*

\* Lecture-Lab-Credit Hours

**HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES**

This course is designed to study the basic principles and analysis of food management problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation, and safety. 3-0-3\*

**HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\*

**HR 214 FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

**HR 215 EQUIPMENT USE AND MAINTENANCE**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3-0-3\*

**HR 216 SALES PROMOTION AND ADVERTISING**

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media, and personal contact to build a successful business and an attractive public image. 3-0-3\*

**HR 218 HOTEL-MOTEL PRACTICUM AND SEMINAR**

This course is a continuation of HR 118. 2-6-4\*

**RETAILING****RG 101 RETAIL BUYING**

A study of the principles, procedures, and techniques of buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

**RG 102 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

**RG 103 INTRODUCTION TO JOB AND RETAIL PRACTICUM I**

Class discussion and lecture include problems of job placement; sources of retail job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Open only to first year Retailing majors. 1-9-3\*

**RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II**

A continuation of RG 103. 1-9-3\*

\* Lecture-Lab-Credit Hours

## **BUSINESS**

### **RG 105 HOME FURNISHINGS**

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2\*

### **RG 106 MERCHANDISE MATHEMATICS**

A study of the mathematics of retail merchandising. The mechanics of merchandise control and plans, the retail method of inventory, markups, margins, open to buy, discounts, and other essential retail calculations. 3-0-3\*

### **RG 107 RETAIL ADVERTISING AND PROMOTION**

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3\*

### **RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS**

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3-0-3\*

### **RG 109 RETAIL CREDIT**

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 3-0-3\*

### **RG 110 READY-TO-WEAR AND ACCESSORIES**

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history, trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2\*

### **RG 111 SUPERVISED JOB SEMINAR I**

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1-9-3\*

### **RG 112 SUPERVISED JOB SEMINAR II**

A continuation of RG 111. 1-9-3\*

\* Lecture-Lab-Credit Hours

# Chemistry

**FACULTY:** Ferguson (Chairman), Ackerman, Fayssoux, Lesko, Toohey

**MAJORS:** Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Pharmacy

**COURSE PREFIXES:** CY

**PROGRAMS:**

**CHEMISTRY, CHEMISTRY TEACHER (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
AT 110-111 _____ or MC 110 _____	History & Appreciation of Art _____		(2)		
CY 101-102 _____	General Chemistry _____	4		4	
EH 101-102 _____	Freshman Communications _____	3		3	
HH 101 _____	Personal & Community Hygiene _____	2			
MS 111 _____	College Algebra _____	3			
MS 121 _____	Trigonometry & Analytic Geometry _____			3	
PE _____	Physical Education _____	1		1	
SS 101-102* _____	Social Inst.; Political Inst. _____	3		3	
		16		16	

## SOPHOMORE YEAR

CY 211-212 _____	Organic Chemistry _____	4		4	
CY 202 _____	Quantitative Analysis _____			4	
EH _____	English Literature _____	3			
PE _____	Physical Education _____	1		1	
MS 204-205 _____	Analytic Geometry & Calculus I; II _____	4		4	
PH 205-206 _____	Gen. Physics with Calculus I; II _____	4		4	
		16		17	

**PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY (A.A.)**

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or 111 _____ or MC 110 _____	History & Appreciation of Art _____		2	
BY 101-102 _____	General Biology _____			8
CY 101-102 _____	General College Chemistry _____			8
EH 101-102 _____	Freshman Communications _____			6
HH 101 _____	Personal & Community Hygiene _____			2
MS 111-121 _____	College Algebra; Trigonometry _____			6
PE _____	Physical Education _____			2
				34

\*PL 201 or HY 201 may be substituted for SS 102.



# CHEMISTRY

## SOPHOMORE YEAR

BY 201-202***	Comp. Vertebrate Anatomy	6
CY 211-212	Organic Chemistry	8
EH	English Literature	3
PE	Physical Education	2
PH 201-202	General Physics	8
SS 101-102**	Social Inst.; Political Inst.	6
		<hr/> 33

## COURSE DESCRIPTIONS:

### CY 100 INTRODUCTION TO CHEMISTRY

An introduction to the principles of modern chemistry, designed for students who are not prepared to take CY 101. This course may not be used to satisfy the eight (8) credits of general chemistry required of Engineering and Science majors. 3-0-3\*

### CY 101 GENERAL CHEMISTRY

(Prerequisite: 1 unit of high school chemistry or a grade of "C" or better in CY 100, and 3 units of high school mathematics or a co-requisite of MS 101-111 or higher) A thorough study of the fundamentals, theories, laws, and principles of general chemistry. 3-3-4\*

### CY 102 GENERAL CHEMISTRY

(Prerequisite: CY 101 or equivalent) This is a continuation of CY 101. The laboratory is Qualitative Analysis. 3-3-4\*

### CY 105 LABORATORY FOR CY 100

(Prerequisite or co-requisite: CY 100) A demonstration and study of some of the common skills and techniques in laboratory procedure. (For the students in Dental Hygiene and Medical Assistants programs.) 0-2-1\*

### CY 202 QUANTATIVE ANALYSIS

(Prerequisite: CY 102 or equivalent) The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4\*

### CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 or equivalent) The basic concepts, nomenclature, synthesis, and important reactions with emphasis on molecular structure and reaction mechanisms. 3-4-4\*

### CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211) This course is a continuation of CY 211. 3-4-4\*

\*Lecture-Lab-Credit Hours

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.



# Data Processing

**FACULTY:** Washburn (Chairman), Baldree, Royall, Holt

**MAJORS:** Data Processing

**COURSE PREFIXES:** DP

**PROGRAMS:**

**DATA PROCESSING (A.S.)**

A two-year program leading to acceptance in a university working toward a bachelor's degree may be arranged by individual counseling. The following program was designed as a two-year curriculum to be completed at Palm Beach Junior College.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 101-102	Accounting Principles		6	
BA 204	Principles of Economics		3	
DP 101	Unit Record Equipment		3	
DP 102	Basic Computer Theory		3	
DP 103	Accounting Machine		3	
EH 101-102	Freshman Communications		6	
MS 106	Mathematics for General Education		3	
MS 101	Basic Algebra		3	
or				
MS 111	College Algebra	(3)		
PE	Physical Education		2	
			32	

## SOPHOMORE YEAR

BA 203	Cost Accounting		3	
HH 101	Personal & Community Hygiene		2	
MS 208	Elementary Statistics		3	
DP 202	Basic Computer Programming		4	
DP 203	Data Processing Application		3	
DP 206	Intermediate Computer Programming		4	
DP 207	Advanced Computer Programming		4	
DP 208	Field Study		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			34	

## COURSE DESCRIPTIONS:

### DP 101 UNIT RECORD EQUIPMENT

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3\*\*

### DP 102 BASIC COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3\*\*

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Lecture-Lab-Credit Hours.

## **DATA PROCESSING**

### **DP 103 THE ACCOUNTING MACHINE**

(Prerequisite: DP 101\*\*\*) This is a continuation of DP 101 with emphasis on the Accounting Machine. 2-2-3\*\*

### **DP 202 BASIC COMPUTER PROGRAMMING**

(Prerequisite: DP 102) This course will stress programming in the assembler language. It will stress the use of subroutines and macros. Basic fortran will also be introduced. 2-4-4\*

### **DP 203 DATA PROCESSING APPLICATIONS**

(Prerequisite: DP 103†) A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, etc. 3-0-3\*

### **DP 206 INTERMEDIATE COMPUTER PROGRAMMING**

(Prerequisite: DP 202) This course will stress programming involving disc concepts and input output control systems. The full range of programming concepts will be studied including monitors and operating systems. 2-4-4\*

### **DP 207 ADVANCED COMPUTER PROGRAMMING**

(Formerly DP 204)

(Prerequisite: DP 206) This course will emphasize compiler language programming, namely cobol, fortran IV and PL/I. 2-4-4\*

### **DP 208 FIELD STUDY**

(Prerequisite: DP 207†) A course which gives the student an opportunity for individual work and assignments. Individual assignments are carried out in a carefully selected local installation or the student is given a typical business application for detailed analysis. 1-4-3\*

\* Lecture-Lab-Credit Hours

†Consent of department chairman

\*\*\*Consent of department chairman

# Dental Health Services

**FACULTY:** Chairman - Engel

Dental Assisting - Benedict, Hakucha, Mullens

Dental Hygiene - Gardner, MacPherson, Toomath, Wells

Dental Laboratory Technology - Krumm, Trichler

**MAJORS:** Dental Hygiene, Dental Laboratory Technology, Dental Assistant.

**COURSE PREFIXES:** DA, DS, DT

## PROGRAMS:

### DENTAL HYGIENE (A.S.)

This program is fully accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		Spring Term
BY 156	Microbiology		3		
CY 100-105	Intro. to Chem.; Chem. Lab.		4		
DS 101	Anatomy and Physiology	4			
DS 102	Dental Anatomy	4			
DS 103	General and Oral Histology		2		
DS 104	Dental Radiology		2		
DS 106	Oral Hygiene	1			
DS 110-111-205	Clinical Dental Hygiene I, II, III	3	3		3
EH 101-102	Freshman Communications	3	3		
HH 103	First Aid	1			
PE	Physical Education	1	1		
		17	18		3

#### SOPHOMORE YEAR

DS 105	Pharmacology	1			
DS 202	General and Oral Pathology	2			
DS 203	Public Health Dentistry		1		
DS 204	Preventive Dentistry		1		
DS 206	Practice Administration		1		
DS 207	Dental Health Education	2			
DS 208	Clinical Observation		2		
DS 210-215	Clinical Dental Hygiene IV, V	3	3		
HE 101	Elements of Nutrition		3		
HH 101	Personal and Community Hygiene		2		
PE	Physical Education	1	1		
PY 201	General Psychology	3			
SP 101	Fundamentals of Speech	3			
SS 101-102*	Social Inst.; Political Inst.	3	3		
		18	17		

\*PL 201 or HY 201 may be substituted for SS 102.

# DENTAL HEALTH SERVICES

## DENTAL LABORATORY TECHNOLOGY (A.S.)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		Spring Term
BA 204	Principles of Economics		3		
DA 105	Elements of Dental Materials		3		
DS 102	Dental Anatomy & Physiology	4			
DT 100	Complete Dental Techniques I	3			
DT 101	Orientation & Terminology	1			
DT 102	Complete Dental Techniques II		4		
DT 103	Cast Inlay Technique				2
DT 106	Partial Denture Technique I				2
EH 101-102	Freshman Communications	3	3		
PE	Physical Education	1	1		
PS 102	Survey of Physical Science	4			
		16	14		4

### SOPHOMORE YEAR

CY 100-105	Intro. to Chem.; Chemistry Lab.	4			
DT 104	Crown & Bridge Technique I	4			
DT 107	Jurisprudence & Prof. Relations		1		
DT 110	Ceramic Techniques I		5		
DT 202	Special Prosthesis				2
DT 204	Crown & Bridge Technique II		4		
DT 206	Partial Denture Technique II	3			
DT 210	Ceramic Technique II				2
PE	Physical Education	1	1		
SS 101-102*	Social Inst.; Political Inst.	3	3		
		15	14		4

\*PL 201 or HY 201 may be substituted for SS 102.

## DENTAL ASSISTANTS PROGRAM (non-degree)

This course covers a period of two terms plus the first session of the spring term, thereby totaling forty weeks.

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		Spring Term
BE 105	Typewriting	2			
BE 200	Business Communications		3		
DA 100	Intro. to Dental Assisting	1			
DA 102	Preclinical Orientation	3			
DS 102	Dental Anatomy	4			
DA 104	Related Dental Theory		4		
DA 105	Elements of Dental Materials		3		
DA 106	Office Management				1
DA 110	Clinical Practice I	3			
DA 111	Clinical Practice II		3		
DA 112	Clinical Practice III				3
DS 104	Dental Radiology	2			
EH 101	Freshman Communications	3			
PY 201	Psychology		3		
		18	16		4

**COURSE DESCRIPTIONS:****DA 100 INTRODUCTION TO DENTAL ASSISTING**

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1\*

**DA 102 PRECLINICAL ORIENTATION**

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2-2-3\*

**DA 104 RELATED DENTAL THEORY**

Course designed for familiarization of common drugs and medicaments: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 4-0-4\*

**DA 105 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3\*

**DA 106 OFFICE MANAGEMENT**

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1-0-1\*

**DA 110 CLINICAL PRACTICE I**

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-6-3\*

**DA 111 CLINICAL PRACTICE II**

Continuation of DA 110. 0-6-3\*

**DA 112 CLINICAL PRACTICE III**

Continuation of DA 111. 0-6-3\*

**DS 101 ANATOMY AND PHYSIOLOGY**

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 4-1-4\*

**DS 102 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-4-4\*

**DS 103 GENERAL AND ORAL HISTOLOGY**

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues.

\*Lecture-Lab-Credit Hours.

## DENTAL HEALTH SERVICES

These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2\*

### DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-2\*

### DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1\*

### DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1\*

### DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-3\*

### DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade "C" or above in DS 110) Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-3\*

### DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

### DS 203 PUBLIC HEALTH DENTISTRY

The objective of this course is to acquaint the dental hygienist with the philosophy, organization, and practices of public health dentistry and the dental hygienist's role in the public health field. The course will include a survey of public health procedures in industry, schools, dental offices, and public health programs. 1-0-1\*



**DS 204 PREVENTIVE DENTISTRY**

The objective of this course is to present a comprehensive survey of the scientific techniques and educational procedures of preventive dentistry as they relate to the dental specialties. In addition, this course will summarize and correlate the various aspects of preventive dentistry that have been presented in the dental hygiene curriculum. 1-0-1\*

**DS 205 CLINICAL DENTAL HYGIENE III**

This course is a continuation of Clinical Dental Hygiene II. 0-9-3\*

**DS 206 PRACTICE ADMINISTRATION**

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1\*

**DS 207 DENTAL HEALTH EDUCATION**

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2\*

**DS 208 CLINICAL OBSERVATIONS**

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-2-2\*

**DS 210 CLINICAL DENTAL HYGIENE IV**

This course is a continuation of Clinical Dental Hygiene III. 0-9-3\*

**DS 215 CLINICAL DENTAL HYGIENE V**

This course is a continuation of Clinical Dental Hygiene IV. 0-9-3\*

**DT 100 COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 1-6-3\*

**DT 101 ORIENTATION AND TERMINOLOGY**

This course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\*

**DT 102 COMPLETE DENTURE TECHNIQUES II**

Continuation of DT 100. 1-9-4\*

**DT 103 CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crowns, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\*

\* Lecture-Lab-Credit Hours

## **DENTAL HEALTH SERVICES**

### **DT 104 CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\*

### **DT 106 PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\*

### **DT 107 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\*

### **DT 110 CERAMICS I**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5\*

### **DT 202 SPECIAL PROSTHESIS**

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\*

### **DT 204 CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\*

### **DT 206 PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 1-6-3\*

### **DT 210 CERAMICS II**

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1-3-2\*

# Engineering Technology and Physics

**FACULTY:** Whitmer (Chairman), Austin, Book, Connell, Cooper, Galbraith, Hinckley, McCue, Rader, Ramos, Stoll

**MAJORS:** Air Conditioning and Refrigeration Technology, Astronomy, Building Construction, Civil Surveying Technology, Computer Tester (Certificate Program), Drafting and Design Technology, Electrical Distribution Technology, Electronics Technology, Engineering, Geology, Industrial Arts, Meteorology, Physics.

**COURSE PREFIXES:** AC, CL, DG, EG, EL, ML, PH, PS

## PROGRAMS:

### AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
AC 104	Essentials of Electricity	4			
AC 111	Principles of Refrigeration	4			
AC 112	Principles of Air Cond. Systems		3		
AC 125	Refrig. Cycles and Systems		3		
ML 122	Machine Shop & Welding Practice		3		
EG 102	Engineering Graphics II	3			
EH 101	Freshman Communications		3		
PE	Physical Education	1	1		
MS 103-104	Tech Math I: II	3	3		
		15	16		

#### SOPHOMORE YEAR

AC 211	Air Conditioning Systems	3			
AC 212	Commercial Refrigeration Systems	4			
AC 222	Air Distribution and Layout	4			
AC 214	Control Systems for Refrigeration and Air Conditioning	4			
AC 234	Heating and Ventilation		3		
AC 224	Planning of Refrigeration and Air Conditioning Systems		4		
AC 244	Refrigeration Equipment for Air Conditioning Systems		3		
PE	Physical Education	1	1		
SS 101	Social Institutions		3		
HY 201*	U.S. History to 1865		3		
		16	17		

\*SS 102 or PL 201 may be substituted for HY 201.

# ENGINEERING AND PHYSICS

## BUILDING CONSTRUCTION (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
AT 110 or 111 _____	History & Appreciation of Art _____	2		
or				
MC 110 _____	Music Appreciation _____	(2)		
CY 101-102* _____	General Chemistry _____	4	4	
EH 101-102 _____	Freshman Communications _____	3	3	
EG 102 _____	Engineering Graphics _____		3	
HH 101 _____	Personal & Community Hygiene _____		2	
MS 111 _____	College Algebra _____	3		
MS 121 _____	College Trigonometry _____		3	
SS 101 _____	Social Institutions _____	3		
PE _____	Physical Education _____	1	1	
		16	16	

## SOPHOMORE YEAR

EH _____	Literature _____		3	
MS 204 _____	Analytic Geometry & Calculus I _____	4		
PH 201-202 _____	General Physics _____	4	4	
SS 102** _____	Political Institutions _____		3	
BA 101-102 _____	Principles of Accounting _____	3	3	
ML 123 _____	Construction Materials _____	3		
ML 261 _____	Construction Mechanics (Statics) _____		3	
PE _____	Physical Education _____	1	1	
		15	17	

## CIVIL SURVEYING TECHNOLOGY (A.S.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
EH 101-102 _____	Freshman Communications _____	3	3	
MS 103-104 _____	Tech Math _____	3	3	
EG 101 _____	Engineering Graphics I _____	3		
CL 211 _____	Surveying I _____		4	
CL 220 _____	Surveying Drawing _____		3	
BE 100 _____	Office Machines _____	2		
PE _____	Physical Education _____	1	1	
SS 101-102 _____	Social Inst.; Political Inst. _____	3	3	
		15	17	

## SOPHOMORE YEAR

CL 212-213 _____	Surveying II; III _____	4	4	
CL 214 _____	Basic Geodetic Astronomy _____		2	
CL 221 _____	Subdivisions _____		3	
CL 230 _____	Topography and Mapping _____	3		
CL 232 _____	Electronics Surveying _____		2	
CL 231 _____	Photogrammetry _____	2		
CL 260 _____	Legal Aspects of Surveying _____	3		
CL 261 _____	Legal Aspects of Boundary Location _____		3	
CL 270 _____	Land Survey Descriptions _____	3		
ML 210 _____	Industrial Relationships _____		3	
PE _____	Physical Education _____	1	1	
		16	18	

\*BY 101-102 accepted as substitutes when General Education Program is completed.

\*\*PL 201 or HY 201 may be substituted for SS 102.

**COMPUTER TESTERS CERTIFICATE PROGRAM****(One Year)**

This program provides the basic principles of electronic computer testing. The student is prepared in one school year for employment or advancement in a rapidly expanding field. The laboratory experiences provide experiences comparable to those found in industry.

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		Spring Term
EH 101-102	Freshman Communications	3	3		
MS 103-104*	Tech Math	3	3		
DP 102	Computer Theory	3			
EL 101	DC Circuits	6			
EL 220-221	Basic Computer Logic; Diagnostic Programming		6		
ML 210	Industrial Relationships		3		
		<u>15</u>	<u>15</u>		

**DRAFTING AND DESIGN TECHNOLOGY (A.S.)**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		Spring Term
EG 101-102	Engineering Graphics I; II	3	3		
EG 110	Engineering Problems & Orientation	1			
DG 112	Advanced Drafting				3
EH 101-102	Freshman Communications	3	3		
HH 101	Personal & Community Hygiene		2		
ML 121	Manufacturing Processes		3		
MS 111-121***	College Algebra; Trigonometry	3	3		
PE	Physical Education	1	1		
SS 101-102**	Social Inst.; Political Inst.	3			3
		<u>14</u>	<u>15</u>		<u>6</u>

**SOPHOMORE YEAR**

AT 104	Drawing II	3			
ML 210	Industrial Relationships		3		
ML 221	Properties & Testing of Materials	3			
PE	Physical Education	1	1		
PH 201-202	General Physics	4	4		
PY 201	General Psychology		3		
DG 204-205	Machine Drafting I; II	2	3		
DG 206	Architectural Drafting I	3			
ML 123	Construction Materials		3		
		<u>16</u>	<u>17</u>		

\*MS 111 may be substituted if mathematics test score indicates.

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*MS 103-104 may be taken by students not qualified for MS 111-121.

**ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.)**

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
EL 101-102	DC Circuits-AC Circuits	6	6		
EH 101-102	Freshman Communications	3	3		
MS 111-121*	College Algebra & College Trigonometry	3	3		
EG 102	Engineering Graphics	3			
SS 101	Social Institutions		3		
PE	Physical Education	1	1		
		16	16		

**SOPHOMORE YEAR**

EL 203	DC Machines	3			
EL 204	AC Machines		3		
EL 205	Servo. Mech.	3			
EL 222	Power Transmission		3		
PH 201-202	General Physics	4	4		
ML 221	Properties & Testing of Materials	4			
HH 101	Health		2		
PE	Physical Education	1	1		
SS 102	Political Inst.	3			
CL 211	Surveying		4		
		18	17		

**ELECTRONICS TECHNOLOGY (A.S.)**

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
DG 110	Electrical Drafting	3			
EH 101-102	Freshman Communications	3	3		
EL 101-102	DC Circuits; AC Circuits	6	6		
MS 111**	College Algebra	3			
MS 121	College Trigonometry		3		
PE	Physical Education	1	1		
SS 101	Social Institutions		3		
		16	16		

\*MS 103-104 may be taken by students not testing into MS 111.

\*\*MS 103 for students not testing into MS 111.



## SOPHOMORE YEAR

EL 201-220**	Advanced Electricity I; Logic Circuits	4	4
EL 211-212***	Electronics I; II	6	6
PE	Physical Education	1	1
EL 214***	Electronics Systems		3
SS 102†	Political Institutions	3	
Electives†*		4	4
		<hr/> 18	<hr/> 18

## ENGINEERING (A.A.)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary pre-requisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities requires five years.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
CY 101-102	General Chemistry	4	4		
EH 101-102	Freshman Communications	3	3		
EG 101-102	Engineering Graphics	3	3		
EG 110	Engineering Problems & Orient	1			
MS 121	College Trigonometry	3			
MS 204	Anal. Geom. & Calculus I		4		
PE	Physical Education	1	1		
		<hr/> 15	<hr/> 15		

## SOPHOMORE YEAR

AT 110 or 111	History & Appreciation of Art	2			
or					
MC 110	Music Appreciation	(2)			
HH 101	Personal & Community Hygiene		2		
EH	Literature	3			
MS 205-206	Anal. Geom. and Calculus II; III	4	4		
PH 205-206	General Physics with Calculus I; II	4	4		
SS 101-102*	Social Inst.; Political Inst.	3	3		
PE	Physical Education	1	1		
Elective			3		
		<hr/> 17	<hr/> 17		

## INDUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field required for teacher certification in the state of Florida.

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201.

\*\*\*EL 215, 216, 217, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.

†PL 201 or HY 201 may be elected.

†\*PH 201 and 202, CY 101 or 102, or MS 204 and 205 must be elected.

# ENGINEERING AND PHYSICS

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
EH 101-102	Freshman Communications	3	3		
MS 111-121	College Algebra; Trigonometry	3	3		
SS 101	Social Institutions	3			
HY 201	U.S. History to 1865		3		
EG 101-102	Engineering Graphics	3	3		
AT 110-111	History and Appreciation of Art	2			
or					
MC 110	Music Appreciation	(2)			
SP 101	Fundamentals of Speech		3		
PE	Physical Education	1	1		
		15	16		

## SOPHOMORE YEAR

PH 201-202*	General Physics	4	4		
EH	Literature	3			
HH 101	Personal & Community Hygiene		2		
PY 201	General Psychology		3		
DG 206	Architectural Drafting	3			
ML 123	Construction Materials	3			
PE	Physical Education	1	1		
Electives**		3	6		
		17	16		

## PHYSICS, ASTRONOMY, GEOLOGY, METEOROLOGY (A.A.)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
AT 110 or 111	History & Appreciation of Art	2			
or					
MC 110	Music Appreciation	(2)			
CY 101-102	General College Chemistry	4	4		
EH 101-102	Freshman Communications	3	3		
GN 101-102†	Elementary German	3	3		
HH 101	Personal & Community Hygiene		2		
MS 204-205	Anal. Geom. & Calculus I; II	4	4		
PE	Physical Education	1	1		
		17	17		

## SOPHOMORE YEAR

EH	Literature		3		
GN 201-202	Intermediate German	3	3		
MS 206	Anal. Geom. & Calculus III	4			
MS 207	Differential Equations		3		
or					
MS 209	Elementary Linear Algebra		(3)		
PH 205-206	General Physics with Calculus II	4	4		
PE	Physical Education	1	1		
SS 101-102***	Social Inst.; Political Inst.	3	3		
		15	17		

\*BY 101 may be substituted.

\*\*Suggested electives: LC 101, AT 105-106, BE 105, PY 202, EN 101.

†French may be elected.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.

**COURSE DESCRIPTIONS:****AC 104 ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-3-4\*

**AC 111 PRINCIPLES OF REFRIGERATION**

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-3-4\*

**AC 112 PRINCIPLES OF AIR CONDITIONING**

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3\*

**AC 125 REFRIGERATION CYCLES AND EQUIPMENT**

(Prerequisite: AC 104, AC 111) Theory of operation of domestic and commercial refrigeration equipment. 2-3-3\*

**AC 211 AIR CONDITIONING SYSTEMS**

(Prerequisite: AC 112) A study of the various types of air conditioning systems and their applications. 3-0-3\*

**AC 212 COMMERCIAL REFRIGERATION SYSTEMS**

(Prerequisite: AC 125) Commercial refrigeration systems and their related technical fields. 2-6-4\*

**AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING**

(Prerequisite: AC 112, AC 125) Design, selection, application, and trouble-shooting of refrigeration and air conditioning control systems. 2-6-4\*

**AC 222 AIR DISTRIBUTION AND LAYOUT**

(Prerequisite: AC 112, EG 102) Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-6-4\*

**AC 224 PLANNING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS**

(Prerequisite: AC 212) Practice in planning and estimating various types of refrigeration and air conditioning systems. 2-6-4\*

**AC 234 HEATING AND VENTILATING**

A study of various types of heating and ventilating equipment and their application to comfort heating; the operation, service, and tests of actual equipment. 2-3-3\*

**AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS**

(Prerequisite: AC 212) Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 1-6-3\*

**CL 211 SURVEYING I**

Use and care of surveying instruments; theory and practice in chain and transit surveys and in balancing and closing traverses; introduction to leveling. 2-4-4\*

**CL 212 SURVEYING II**

(Prerequisite: CL 211 and co-requisite MS 104) A continuation of CL 211. Use and care of surveying instruments; theory and practice in location of reference and base lines; leveling; topography; design and layout of curves. 2-4-4\*

**CL 213 SURVEYING III**

(Prerequisite: CL 212) A study of route surveying for location of highways, railways, canals, power-transmission lines, pipe lines, and other utilities.

\* Lecture-Lab-Credit Hours

## ENGINEERING AND PHYSICS

Aspects covered include design of horizontal and vertical curves, determination of profiles, location of objects, establishing center lines locations, and determining volumes of earthwork incidental to construction. 2-4-4\*

### CL 214 BASIC GEODETIC ASTRONOMY

(Prerequisite: CL 212) A study of the celestial sphere and coordinate systems in particular reference to surveying. Topics covered include: measurement of time, ephemerides and tables, astronomical determination of time, longitude, latitude, and azimuth, and instrumentation and computation. 1-3-2\*

### CL 220 SURVEYING DRAWING

(Prerequisite: EG 102) This course stresses the preparation of drawings as they apply to surveying; inking and lettering are emphasized. The following areas are studied: types of maps and their use, methods of map production and reproduction, and preparation of maps and documents for entry into the public records. 0-6-3\*

### CL 221 SUBDIVISIONS

(Prerequisite: CL 212) A study of subdivision planning. Topics covered include: Government regulations as applied to subdivisions, practice of obtaining the best subdivision land-use for various types of property, preparation of land plats and subdivision plats, relationship of roads and utilities to general layout, economic and aesthetic values. 1-4-3\*

### CL 230 TOPOGRAPHY AND MAPPING

(Prerequisites: CL 220 or co-requisite: CL 212) The following items are covered: methods of making topographic surveys, use of the plane table, control surveys, contour lines, air photo interpretation, preparation of topographic maps, computations using topographic maps. 2-3-3\*

### CL 231 PHOTOGRAMMETRY

(Prerequisite or co-requisite: CL 212 and CL 230) A study of the geometrical characteristics of photographs and photogrammetric equipment, including problems of flight planning and control consideration; measurements in photogrammetry, rectification, and mosaics; and the application of photogrammetric principles to practical design and usage. 1-3-2\*

### CL 232 ELECTRONIC SURVEYING

(Prerequisite: CL 212) A study of the application of electronic techniques to surveying. Topics include: development of electronic surveying equipment, analysis of instrumentation, range and accuracy of various systems, electromagnetic wave propagation problems, computation methods, and practical applications. 1-3-2\*

### CL 260 LEGAL ASPECTS OF SURVEYING

(Prerequisite: CL 211) This course stresses the legal and professional responsibilities of the surveyor. Points included are: relation of surveyor to client; legal rights, duties, and liabilities of the surveyor; statutes regulating the practice of surveying; various legal documents which affect the surveyor; and the surveyor's professional responsibilities. 3-0-3\*

### CL 261 LEGAL ASPECTS OF BOUNDARY LOCATION

(Prerequisite: CL 260) A study of county public record systems; preparation and recording of legal documents as applied to surveying, laws of land surveying and boundaries; U.S. Government public land surveys; restoration of corners; recognition of line and reference trees; agreements as to boundaries; and the legal, historical, and evidence problems of land surveyors. 3-0-3\*

### CL 270 LAND SURVEY DESCRIPTIONS

(Prerequisite: CL 260) A study of the factors which enter into the proper development of correct description of land parcels. Topics included are: superiority of calls, types of descriptions, sectional property, easements and

\* Lecture-Lab-Credit Hours

variations, water boundaries, meanings of words and phrases, map laws, records and recording of documents, re-survey description, and preparation of general land descriptions. 3-0-3\*

### **CL 290 TECHNICAL RESEARCH PROBLEM**

An approved technical research problem is conducted by the student. Seminars are held at regular intervals during the term in which the student will present his problem to the class. A final written report of the problem is submitted by the student. 3-0-3\*

### **DG 110 ELECTRICAL DRAFTING**

Electrical Drafting is a course of study designed for students in the Electronic Technology and Air Conditioning Technology programs. A basic knowledge of multiview drawing, sections, auxiliary, dimensions and pictorial drawing is presented. Particular attention and practice are given to electrical symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, graphs and charts. Skill in actual drafting practice is gained and emphasis is given to free hand sketching and lettering. 1-5-3\*

### **DG 112 ADVANCED DRAFTING**

(Prerequisite: EG 102) Provision is made in this course for coverage of assembly and detail drawings, development of intersections and surfaces, charts, vectors and graphs. 1-5-3\*

### **DG 204 MACHINE DRAFTING I**

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor) A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2\*

### **DG 205 MACHINE DRAFTING II**

(Co-requisite or prerequisite: DG 204 Machine Drafting I) This course deals with design problems of a practical nature based on information covered in DG 204. 1-5-3\*

### **DG 206 ARCHITECTURAL DRAFTING**

(Co-requisite ML 123) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through practical projects. 1-5-3\*

### **EG 101 ENGINEERING GRAPHICS I**

An introduction to the fundamental principles of orthographic projection and descriptive geometry as used in the making and interpretation of engineering drawings. 1-5-3\*

### **EG 102 ENGINEERING GRAPHICS II**

(Prerequisite: EG 101) Application of orthographic projection and descriptive geometry. 1-5-3\*

### **EG 110 ENGINEERING PROBLEMS AND ORIENTATION**

(Co-requisite: MS 103 or MS 111) This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

### **EL 101 D.C. CIRCUITS**

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchhoff's law, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wye-delta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D.C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

\* Lecture-Lab-Credit Hours



## ENGINEERING AND PHYSICS

### EL 102 A.C. CIRCUITS

(Prerequisite: EL 101) This course is a study of basic A.C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D.C. as they are applied to A.C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A.C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

### EL 201 ADVANCED ELECTRICITY

(Prerequisite: EL 102 and MS 104) This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analytic geometry differential and integral calculus as applicable to electrical problems. 3-2-4\*

### EL 203 D.C. MACHINES I

(Prerequisite: EL 101) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

### EL 204 A.C. MACHINES I

(Prerequisite: EL 102) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

### EL 205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102) A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3\*

### EL 211 ELECTRONICS I

(Prerequisite: EL 102) This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6\*

### EL 212 ELECTRONICS II

(Prerequisite: EL 211) This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6\*

### EL 214 ELECTRONICS SYSTEM

(Prerequisite: EL 211; Co-requisite: EL 212) This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3\*

### EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101) This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of manufacturing their methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits,

\* Lecture-Lab-Credit Hours



and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

#### **EL 216 TRANSISTOR CIRCUITS**

(Prerequisite: EL 102) A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilization, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

#### **EL 217 VACUUM TUBE DEVICES**

(Prerequisite: EL 102) Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

#### **EL 218 ELECTRO-MAGNETIC TRANSMISSION**

(Prerequisite: EL 102) Not open to students who are enrolled or have completed EL 211, 212, and 214. 3-0-3\*

#### **EL 219 ELECTRONIC CIRCUITS**

(Prerequisite: EL 216 or EL 217) Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

#### **EL 220 LOGIC CIRCUITS**

(Prerequisites: EL 102, MS 104, or MS 121) This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits - bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4\*

#### **EL 221 DIAGNOSTIC PROGRAMMING**

(Prerequisite EL 220) A continuation of EL 220 with emphasis on "trouble shooting" malfunctions of an electronic computer. 2-2-3\*

#### **EL 222 POWER TRANSMISSION**

(Prerequisites: EL 101 and EL 220) This course is designed to test the electro-mechanical operation of digital devices, emphasizing the techniques which test the logical manipulation of data and the internal timing of devices. The primary purpose is to locate the operational faults of the device. 2-2-3\*

#### **ML 121 MANUFACTURING PROCESSES**

(Co-requisite: EG 102) This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-3-3\*

#### **ML 122 MACHINE SHOP AND WELDING PRACTICE**

This is a laboratory course that covers the basic hand and machine tools used by industry. Standard practices and procedures such as measurements, gauging, tapering, thread standards, and surface finishing are studied. Oxy-acetylene welding and silver soldering are practiced. An understanding of the processes is emphasized rather than proficiency in them. 1-5-3\*

#### **ML 123 BUILDING CONSTRUCTION MATERIALS**

Sources, properties and uses of construction materials. 3-0-3\*

#### **ML 210 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

### **ML 221 PROPERTIES AND TESTING OF MATERIALS**

(Prerequisite: MS 104 or MS 121) Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\*

### **ML 261 CONSTRUCTION MECHANICS**

(Prerequisite: PS 201; co-requisite MS 204) The study of external forces, thrust analysis and geometric properties of members as applied to the design of structures. 4-0-4\*

### **PH 201 GENERAL PHYSICS I**

(Prerequisite: MS 103 & 104 or MS 121, or two units of high school algebra, one unit of geometry, one-half unit of trigonometry) This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4\*

### **PH 202 GENERAL PHYSICS II**

(Prerequisite: PH 201) This course covers light, magnetism, electricity, electronics, atomics, and nucleonics. 3-2-4\*

### **PH 205 GENERAL PHYSICS WITH CALCULUS I**

(Prerequisites: EG 110, MS 204) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4\*

### **PH 206 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PH 205) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3-2-4\*

### **PH 207 MODERN PHYSICS**

(Prerequisite: PH 206) Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

### **PS 101 SURVEY OF PHYSICAL SCIENCE I**

This course consists of a survey of the development of science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface. 3-0-3\*

### **PS 102 SURVEY OF PHYSICAL SCIENCE II**

This course is a study of the fundamental concepts of chemistry and physics and their application to everyday life, including the study of chemical, physical and nuclear changes; chemical elements and compounds; the carbon, nitrogen and hydrogen cycles; and the conservation of energy law. This course is recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-2-4\*

# English

**FACULTY:** Duncan (Chairman), Betz, Bosworth, Bridwell, Britten, Busselle, Connelly, Connolly, Easterling, Goffi, Graham, Hawse, Huber, Knittle, Kramer, Leahy, Leggitt, McCreight, Meyer, Musto, Peed, Phillips, Platt, Taylor, Tomasello, Wells.

**MAJORS:** Creative Writing, English, English Teacher, Journalism, Liberal Arts, Public Relations, Speech Teacher or Speech Therapist, Speech - Drama.

**COURSE PREFIXES:** EH, JM, LC, SP

## PROGRAMS:

### CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or 111	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
BY 101-102	General Biology		8	
or				
PS 101-102	Physical Science	(7)		
MS 106	Math for General Education		3	
PE	Physical Education		4	
HH 101	Personal and Community Hygiene		2	
EH 201, 202, 203, 204, 205, 206	Literature		12	
	Modern Language—Spanish, French, or German		12	
Electives**			10	
				64-65

### JOURNALISM, PUBLIC RELATIONS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
BY 101-102	General Biology		8	
or				
PS 101-102	Physical Science	(7)		
MS 106	Math for General Education		3	
PE	Physical Education		4	
HH 101	Personal and Community Hygiene		2	
EH 201, 202, 203, 204, 205, 206,	Literature		6	
AT 110 or 111	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
SP 101	Fundamentals of Speech		3	
SP 102	Public Speaking		3	
JM 101	Basic Writing for Mass Communications		3	
JM 102	Survey of Communications		3	
JM 201	Reporting or Writing Techniques		3	
PY 201	General Psychology		3	
Electives			9-10	
				63-65

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggested electives: LC 101, SP 101, SP 203, EH 210

**SPEECH-DRAMA, SPEECH TEACHER OR SPEECH THERAPIST (A.A.)**

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech		3	
BY 101-102	General Biology		8	
EH 101-102	Freshman Communications		6	
MC 141	Class Voice		1	
PE 208-209	Interpretive Movement		2	
SP 103	Introduction to the Theater		3	
SP 104	Techniques of Dramatic Art		3	
SP 105	Fundamentals of Stagecraft		3	
SP 106	Advanced Stagecraft		3	
			<hr/>	32
SOPHOMORE YEAR				
AT 110 or 111	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
EH 201-202	English Literature		6	
HH 101	Personal & Community Hygiene		2	
MS 106	Math for General Education		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 102	Public Speaking		3	
SP 203	Oral Interpretation		3	
SP 202	Acting		3	
SS 101	Social Institutions		3	
SS 102**	Political Institutions		3	
			<hr/>	33

**COURSE DESCRIPTIONS:****EH 070 DEVELOPMENTAL READING**

The major aim of the Developmental Reading program is to increase proficiency in reading by improving reading skills, stimulating greater interest in reading, making the student a more alert and responsive reader. Therefore, growth in comprehension is stressed along with a desired increase in rate of reading; toward these goals every effort is directed. This course is offered only in the evening and is non-credit.

**EH 101 FRESHMAN COMMUNICATIONS****Sections 1 - 49**

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

**Sections 50 - 59**

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3\*

**Sections 60-69**

Writing Emphasis: The course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to pro-

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*Lecture-Lab-Credit Hours.

vide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3\*

### **Sections 70 - 79**

**Reading and Writing Emphasis:** Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3\*

### **Sections 80 - 89**

**Advanced Freshman Communications:** The aims of this course are basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

## **EH 102 FRESHMAN COMMUNICATIONS**

(Prerequisite: EH 101 Freshman Communications or equivalent) This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*

Research paper techniques are taught in both EH 101 and EH 102.

### **Sections 86 - 89 (Advanced course for EH 102)**

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent) This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3\*

## **EH 201 ENGLISH LITERATURE TO 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent) This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\*

## **EH 202 ENGLISH LITERATURE AFTER 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent) This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\*

## **EH 203 WORLD LITERATURE TO 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent) A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

## **EH 204 WORLD LITERATURE AFTER 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent) This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

## **EH 205 AMERICAN LITERATURE TO 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent) The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

\*Lecture-Lab-Credit Hours.



## ENGLISH

### EH 206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent) The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*

### EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman) This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3\*

## JOURNALISM

### JM 101 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

### JM 102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

### JM 201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. Work on the student newspaper serves as a required laboratory. 3-0-3\*

## LOGIC

### LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

## SPEECH

### SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking. The student develops poise and confidence through constant practice in presenting various speech materials via many speech experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

### SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the

\*Lecture-Lab-Credit Hours.



main, extensive practice in the more specialized types of speech experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

### **SP 103 INTRODUCTION TO THE THEATER**

This course presents a general approach to the organization of the theater especially designed to develop the student's knowledge and appreciation of the theatre arts through an historic and contemporary study of the drama. 3-0-3\*

### **SP 104 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

### **SP 105 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; make-up; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3\*

### **SP 106 ADVANCED STAGECRAFT**

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

### **SP 202 ACTING**

(Prerequisite: SP 104 or special permission of Department Chairman) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

### **SP 203 ORAL INTERPRETATION**

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theatre as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

## Foreign Languages

**FACULTY:** Butterfield (Chairman), Biancarosa, Bloodworth, Gotay, Payne.

**MAJORS:** Foreign Languages, Foreign Language Teacher.

Foreign Language is a basic requirement for students preparing for careers in: Business Careers Abroad, Consular or Diplomatic Service, Importing and Exporting Business, Scientific Research, Specialists in Travel - Tour Conductors - Travel Agents.

**COURSE PREFIXES:** FH, GN, IN, SH

### PROGRAMS:

Occupational aims of students in the Foreign Language Department are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 57, and the requirements of the college where they intend to continue their education.

### EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1½ years of college Spanish and would be placed in SH 202.

The student whose native tongue is Spanish, French, German, or Italian is a matter of particular concern to the teachers of foreign language. Such student should be registered for no course under 201. Such student will be permitted to audit a beginning course in his native tongue. A student whose language is one of the four will be permitted to take the courses in conversation.

Any student who has had a foreign language more than three years ago is considered eligible for the beginning course in language 101. If such student has an average grade of "A" or "B", he may be permitted to meet the normal requirements stated above. In cases difficult to evaluate, the student will be referred to one of the members of the Department of Foreign Languages.

### COURSE DESCRIPTIONS:

#### FRENCH

##### FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period of language laboratory is required of all students. 3-1-3\*

##### FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent) This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. A regularly scheduled period of language laboratory is required of all students. 3-1-3\*

##### FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent) This course presents a rapid grammar review followed by translation of contemporary French

\*Lecture-Lab-Credit Hours.

stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

## **FH 202 INTERMEDIATE FRENCH**

(Prerequisite: FH 201 Intermediate French or equivalent) This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

## **FH 213 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent) Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2\*

## **FH 214 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent) The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2\*

## **FH 270 INTRODUCTION TO FRENCH LITERATURE**

(Prerequisite: 4 years of secondary level French, or FH 202 and/or FH 214, or permission of the Department Chairman) This course is designed to present the history and achievements of French Literature. The student is introduced to major literary movements, representative authors, and works in chronological order from *Chanson de Roland* to Classicism. Written and oral reports are assigned. 3-0-3\*

## **FH 271 INTRODUCTION TO FRENCH LITERATURE**

(Prerequisite: FH 270 or permission of Department Chairman) This course presents French literature from Classicism to contemporary literature. 3-0-3\*

## **GERMAN**

### **GN 101 ELEMENTARY GERMAN**

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-1-3\*

### **GN 102 ELEMENTARY GERMAN**

(Prerequisite: GN 101 or equivalent) This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-1-3\*

### **GN 201 INTERMEDIATE GERMAN**

(Prerequisite: GN 102 Elementary German or equivalent) This course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry, and literary selections from the greatest German writers. 3-0-3\*

### **GN 202 INTERMEDIATE GERMAN**

(Prerequisite: GN 201 Intermediate German or equivalent) This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation). 3-0-3\*

## **ITALIAN**

### **IN 101 ELEMENTARY ITALIAN**

A basic knowledge of Italian grammar and composition, drill in pronunciation, simple reading and useful everyday conversation; and familiarity with the life and culture of Italy are provided in this course. 3-1-3\*

\*Lecture-Lab-Credit Hours.

## FOREIGN LANGUAGES

### IN 102 ELEMENTARY ITALIAN

(Prerequisite: IN 101 or equivalent) This course is a continuation of the study of Italian grammar composition, and conversation drill and pronunciation, reading and translation. 3-1-3\*

### IN 201 INTERMEDIATE ITALIAN

(Prerequisite: IN 102) This course presents intensive and extensive reading in texts in Italian, giving the history, legends, folklore, poetry, and literature selections from outstanding Italian writers. 3-0-3\*

### IN 202 INTERMEDIATE ITALIAN

(Prerequisite: IN 201) This course is a continuation of IN 201 and gives more extensive drill and practice in the techniques of Italian reading (with and without translation). 3-0-3\*

## SPANISH

### SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period in the language laboratory is required. 3-1-3\*

### SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent) The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. A regularly scheduled period in the language laboratory is required. 3-1-3\*

### SH 201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

### SH 202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent) The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

### SH 213 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2\*

### SH 214 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent) This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2\*

### SH 270 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: 4 years of secondary level Spanish, or SH 202 and/or SH 214, or permission of the Department Chairman) The course is designed to present the history of Spanish literature in a survey manner. The student is introduced to the major literary movements, representative authors, and works in chronological order from El Cid to the Golden Age. Lectures will be given in Spanish. Written and oral reports are assigned. 3-0-3\*

### SH 271 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: SH 270 or permission of the Department Chairman) The course is a continuation of SH 270 from 1800 to the 20th Century. 3-0-3\*

\*Lecture-Lab-Credit Hours.

# Health and Physical Education

**FACULTY:** Erling (Chairman), Bell, Blanton, Collins, Daugherty, Knowles, Leaf, McGirt, Quisenberry, Seemayer, Stockton, Tanner.

**MAJORS:** Health Education, Occupational Therapy, Physical Education, Physical Therapy, Recreation.

**COURSE PREFIXES:** HH, PE

## PROGRAMS:

### HEALTH EDUCATION (A.A.)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110, 111 or ____	History & Appreciation of Art _____	2	
MC 110 _____	Music Appreciation _____ (2)		
BY 101-102 _____	General Biology _____	8	
EH 101-102 _____	Freshman Communications _____	6	
HH 101 _____	Personal & Community Hygiene _____	2	
MS 111 _____	College Algebra _____	3	
PE _____	Physical Education _____	2	
SS 101-102* _____	Social Inst.; Political Inst. _____	6	
Electives _____		3	
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#### SOPHOMORE YEAR

CY 101 _____	General College Chemistry _____	4	
EH _____	Literature _____	6	
HE 101 _____	Elements of Nutrition _____	3	
HH 103 _____	First Aid _____	1	
LC 101 _____	Art of Thinking _____	3	
MS 121 _____	College Trigonometry _____	3	
PE _____	Physical Education _____	2	
PY 201-202 _____	Gen. Psych.; Personality Dev. _____	6	
SP 101 _____	Fundamentals of Speech _____	3	
Electives _____		1	
		<hr/>	
		32	

### OCCUPATIONAL THERAPY (A.A.)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 112 _____	Arts & Crafts _____	3	
AT 110-111 or ____	History & Appreciation of Art _____	2	
MC 110 _____	Music Appreciation _____ (2)		
BY 101-102 _____	General Biology _____	8	
EH 101-102 _____	Freshman Communications _____	6	
HH 101 _____	Personal & Community Hygiene _____	2	
MS 106 _____	Math. for Gen. Education _____	3	
PE _____	Physical Education _____	2	
SS 101-102* _____	Social Inst.; Political Inst. _____	6	
		<hr/>	
		32	

\*PL 201 or HY 201 may be substituted for SS 102.



# HEALTH AND PHYSICAL EDUCATION

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101	Design Fundamentals		3	
AT 105	Ceramics I		2	
EH	Literature		6	
HH 103	First Aid		1	
PE	Physical Education		2	
PS 101-102	Physical Science		7	
PY 201-202	Psychology		6	
SP 101	Fundamentals of Speech		3	
Electives			2	
				32

## PHYSICAL EDUCATION, RECREATION (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or 111	History and Appreciation of Art		2	
BY 101-102	General Biology		8	
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
HH 103	First Aid		1	
PE	Physical Education		2	
PE 230	Introduction to Physical Education		3	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives			2	
				32

### SOPHOMORE YEAR

AT 112	Arts & Crafts		3	
EH	Literature		6	
HH 104	First Aid Instructor		1	
MC 110	Music Appreciation		2	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
PY 201-203	General Psychology; Child Growth & Dev.		6	
SP 101	Fundamentals of Speech		3	
Electives			6	
				32

### Suggested Electives for Recreation Majors:

AT 105	Ceramics & Enameling	(2)
AT 108	Basic Photography	(2)
SP 105	Fundamentals of Stagecraft	(3)

## PHYSICAL THERAPY (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or 111	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
CY 101-102	General College Chemistry		8	
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
LC 101	Art of Thinking		3	
MS 121	Trigonometry		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
				32

\*PL 201 or HY 201 may be substituted for SS 102.



## SOPHOMORE YEAR

BY 101-102	General Biology	8
EH	Literature	6
PE	Physical Education	2
PH 201-202	General Physics	8
PY 201-202	General Psychology; Personality Development	6
Electives:		2
		32

## COURSE DESCRIPTIONS:

### HH 101 PERSONAL AND COMMUNITY HYGIENE

This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental, and social health of the individual and to his part in healthful family living. Included is the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. (On the basis of an examination, Health 101 may be waived.) 2-0-2\*

### HH 103 FIRST AID

This is a combination course in American Red Cross First Aid including both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the Red Cross. 1-1-1\*

### HH 104 FIRST AID INSTRUCTOR'S COURSE

(Prerequisite: HH 103, First Aid, or the permission of the Department Chairman) This course offers the opportunity for those who have completed Standard and Advanced First Aid to become American Red Cross Instructors of First Aid. 0-2-1\*

### PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

### PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1\*

### PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1\*

### PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0-2-1\*

### PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

### PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various types of gymnastics apparatus. 0-2-1\*

### PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods and the conduct of matches and tournaments. 0-2-1\*

### PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\*

\*Lecture-Lab-Credit Hours.

## HEALTH AND PHYSICAL EDUCATION

### PE 110 STUNTS AND TUMBLING FOR WOMEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1\*

### PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1\*

### PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1\*

### PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1\*

### PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

### PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, croquet, deck tennis and other activities subject to staff approval. 0-2-1\*

### PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. (Activity card purchased at bookstore — \$15.00) 0-2-1\*

### PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the student with basic water safety skills and knowledge. 0-2-1\*

### PE 206 INTERMEDIATE SWIMMING (CO-ED)

This course provides the student with the opportunity to learn the elements of good swimming. 0-2-1\*

### PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. (Activity card purchased at bookstore—\$3.75) 0-2-1\*

### PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm and music. 0-2-1\*

### PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\*

### PE 210 WATER SKIING (CO-ED)

This course is designed to develop elementary performance and skills in water skiing. (Activity card purchased at bookstore—\$25.00) 0-2-1\*

\*Lecture-Lab-Credit Hours.

**PE 211 FOLK AND SQUARE DANCING (CO-ED)**

This course includes the study, practice, and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

**PE 212 GOLF (CO-ED)**

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. (Activity card purchased at bookstore—\$13.00) 0-2-1\*

**PE 213 TENNIS (CO-ED)**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\*

**PE 230 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3\*

**PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN**

Exploration and study of story-telling, pantomime, interpretive dance, verse choir, and related creative activities for pre-school and primary children. 2-2-3\*

**PE 232 SURVEY OF DANCE**

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk dance, and square dance. 2-2-3\*

# Home Economics

**FACULTY:** Erling (Chairman), Ambrosio, Hall, Prentice

**MAJORS:** Clothing and Textiles, Dietetics, Fashion Design, Home Economics Teacher, Homemaker (Tech)

**COURSE PREFIXES:** HE

## PROGRAMS:

### CLOTHING AND TEXTILES, DIETETICS, HOME ECONOMICS TEACHER (A.A.)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, dietetics, home and family life, teaching, foods, nutrition, merchandising and clothing, and in other related areas.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CY 101-102* _____	General College Chemistry; Natural Science _____	7-8		
EH 101-102 _____	Freshman Communications _____	6		
HE 101 _____	Elements of Nutrition _____	3		
HE 106 _____	Elements of Clothing Construction _____	3		
MS 106 _____	Mathematics for General Education _____	3		
PE _____	Physical Education _____	2		
SS 101-102** _____	Social Inst.; Political Inst. _____	6		
<b>CLOTHING MAJORS</b>				
HE 201 _____	Clothing Construction _____	(3)		
<b>FOOD AND NUTRITION MAJORS</b>				
HE 102 _____	Food for the Family _____	(3)		
<b>OTHER MAJORS</b>				
Electives _____		3		
				<hr/> 33-34

#### SOPHOMORE YEAR

AT 110 or 111 _____	History & Appreciation of Art _____	2		
EH _____	Literature _____	3		
HH 101 _____	Personal & Community Hygiene _____	2		
PE _____	Physical Education _____	2		
PI 101 _____	Introduction to Philosophy _____	3		
PY 201 _____	General Psychology _____	3		
SP 101 _____	Fundamentals of Speech _____	3		
SS 201 _____	Family Relationships _____	3		
<b>CLOTHING MAJORS</b>				
AT 101 _____	Design I _____	(3)		
HE 203 _____	Costume Selection _____	(3)		
Electives _____		(4)		
<b>FOOD AND NUTRITION MAJORS</b>				
FS 210-211 _____	Food Composition & Prep.; Quan. Cook'g ..	(6)		
Electives _____		(4)		
<b>OTHER MAJORS</b>				
Elective _____		10		
				<hr/> 31

\*Child Development and Home and Family Life majors may elect any of the natural science courses to meet the general education requirements.

\*\*PL 201 or HY 201 may be substituted for SS 102.

**HOMEMAKER (A.S.)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 210	Interior Design		2	
BE 105-106	Typewriting		4	
EH 101-102	Freshman Communications		6	
HE 101	Elements of Nutrition		3	
HE 106-201	Clothing Construction		6	
MC 110	Music Appreciation		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/> 31

**SOPHOMORE YEAR**

AT 110 or 111	History and Appreciation of Art		2	
BA 101	Accounting Principles		3	
BE 200	Business Communication		3	
EH	Literature		3	
HE 102	Food for the Family		3	
HE 203	Costume Selection		3	
HH 101	Personal & Community Hygiene		2	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
SS 201	Family Relationships		3	
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**FASHION DESIGN (A.A.)**

This curriculum is for students interested in a career in fashion design, fashion merchandising, pattern making, textile design, and fashion promotion.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101	Design I		3	
AT 110	History and Appreciation of Art		2	
	Natural Science		7-8	
EH 101-102	Freshman Communications		6	
HE 106	Clothing Construction		3	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/> 32-33

**SOPHOMORE YEAR**

AT 103	Drawing I		3	
AT 111	History and Appreciation of Art		2	
BA 100	Introduction to Business		3	
BA 204	Principles of Economics		3	
EH	Literature		3	
HE 203	Clothing Selection		3	
HH 101	Personal and Community Hygiene		2	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
Electives:**			5	
				<hr/> 32

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggestive electives: BE 105, Typewriting; HE 201, Advanced Clothing Construction.

## **COURSE DESCRIPTIONS:**

### **HE 101 ELEMENTS OF NUTRITION**

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It is open to all students desiring an introductory course in nutrition. 3-0-3\*

### **HE 102 FOOD FOR THE FAMILY**

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3\*

### **HE 106 ELEMENTS OF CLOTHING CONSTRUCTION**

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2-2-3\*

### **HE 201 CLOTHING CONSTRUCTION**

(Prerequisite: HE 106, Elements of Clothing Construction) Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3\*

### **HE 203 COSTUME SELECTION**

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3-0-3\*



# Library

**FACULTY:** Douglass (Chairman), Brown, Dooley, Foster, Howard, Roberts, Thomas, Wade, Wood.

**MAJORS:** Librarian (University Parallel), Library Technology (Tech)

**COURSE PREFIXES:** LT

**PROGRAMS:**

**LIBRARY TECHNOLOGY (A.S.)**

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History and App. of Art		2	
BE 105*	Typewriting		2	
EH <del>101-102</del>	Freshman Communications		6	
LT 101-102	Lib. Workroom Procedures; Gen. Lib. Procedures		6	
LT 103	Children's Literature		3	
<del>MC 110</del>	Music Appreciation		2	
<del>PE</del>	Physical Education		2	
PS 101	Survey of Physical Science		3	
SS 101-102	Social Inst.; Political Inst.		6	
				32

## SOPHOMORE YEAR

BE 101	Office Practice	3
EH 201-202	Eng. Lit. to 1800; after 1800	6
EH 205	American Lit. to 1865	3
HY 101-102	Anc. & Med. Civilization; Modern Civilization	6
LT 104-105	Non-book Materials; Library Practicum	6
PE	Physical Education	2
PY 201	General Psychology	3
Electives**		3
		32

## LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts programs arranged in consultation with members of the staff.

\*Students must pass the qualifying typewriting test or pursue BE 105.

\*\*Suggested electives:

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:  
BY 101-102 for HY 101-102  
HH 101 for AT 110 and take BY 255

**COURSE DESCRIPTIONS:**

**LT 101 LIBRARY WORKROOM PROCEDURES**

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3\*

**LT 102 GENERAL LIBRARY PROCEDURES**

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3\*

**LT 103 CHILDREN'S LITERATURE**

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3\*

**LT 104 NON-BOOK MATERIALS**

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3\*

**LT 105 LIBRARY PRACTICUM**

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3\*

\*Lecture-Lab-Credit Hours.

# Mathematics

**FACULTY:** Wing (Chairman), Alber, Bullock, Dasher, Evans, Foley, Hendrix, Kelly, Saile, Schild, Shaw, Sweet, Travis.

**MAJORS:** Mathematician, Mathematics Teacher

**COURSE PREFIXES:** MS

**PROGRAMS:**

**MATHEMATICIAN (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
GN 101-102*	Elementary German		6	
MS 204-205	Analytic Geometry and Calculus I, II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus I		4	
SS 101-102**	Social Inst.; Political Inst.		6	
PE	Physical Education		2	
				<hr/>
				33

## SOPHOMORE YEAR

EH	Literature		3	
GN 201-202*	Intermediate German		6	
MS 206	Analytic Geometry and Calculus III		4	
MS 207	Differential Equations		3	
MS 209	Elementary Linear Algebra		3	
MS 210	Mathematical Programming		2	
PH 206	Physics with Calculus II		4	
HH 101	Personal and Community Hygiene		2	
AT 110 or 111	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
PE	Physical Education		2	
				<hr/>
				31

**MATHEMATICS TEACHER (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 204-205	Analytic Geometry and Calculus I, II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus		4	
SS 101-102**	Social Inst.; Political Inst.		6	
HH 101	Personal and Community Hygiene		2	
EN 101	Introduction to Education		3	
PE	Physical Education		2	
				<hr/>
				32

\*French may be elected instead of German

\*\*PL 201 or HY 201 may be substituted for SS 102.

# MATHEMATICS

## SOPHOMORE YEAR

EH	Literature	3
MS 206	Analytic Geometry and Calculus III	4
MS 207	Differential Equations	3
MS 209	Elementary Linear Algebra	3
MS 210	Mathematical Programming	2
PH 206	Physics with Calculus II	4
PY 201	General Psychology	3
AT 110 or 111	History & Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
PE	Physical Education	2
**Electives		6
		<hr/> 32

## COURSE DESCRIPTIONS:

### MS 101 BASIC ALGEBRA (Offered as MS 107 in 1966-67)

(Prerequisite: Adequate score on placement test) This course is a study of basic algebra designed to prepare the student for MS 111, College Algebra. Topics included are sets of integers, algebraic expressions, simple equations, factoring and quadratic equations, fractions and fractional equations, functional relationships, measurements, logarithms, variations, and introduction to mathematics of sets. 3-0-3\*

### MS 103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and MS 104 Elementary Technical Mathematics II form a sequence to be offered to those Electronics Technology majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

### MS 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: MS 103 or MS 101) This is the second course of the sequence offered to those Electronics Technology majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the  $j$ -operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

### MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Students making inadequate scores must enroll in sections meeting 5 times per week.) This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, and statistics. 3-0-3\* or 5-0-3\*

### MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 101, or adequate score on placement test) Topics included are as follows: mathematical methods, the number system, polynomials, algebraic fractions, exponents, equations, inequalities, functions and relations. 3-0-3\*

### MS 121 COLLEGE TRIGONOMETRY AND ANALYTIC GEOMETRY

(Prerequisite: MS 111, or adequate score on placement test) This course emphasizes the analytic and the numerical treatment of trigonometry. Topics considered are as follows: trigonometric identities, right triangles, oblique triangles, multiple- and half-angle formulas, trigonometric functions of angles,

\*Lecture-Lab-Credit Hours.

\*\*Suggested electives: SP 101, LC 101.

trigonometric functions of real numbers, inverse trigonometric functions, complex numbers, the straight line, conic sections, polar coordinates, parametric equations and limits. 3-0-3\*

## **MS 204 ANALYTIC GEOMETRY AND CALCULUS I**

(Prerequisite: MS 121, or adequate score on placement tests) This is the first course of a three-term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions, vectors, plane analytic geometry and families of curves. 4-0-4\*

## **MS 205 ANALYTIC GEOMETRY AND CALCULUS II**

(Prerequisite: MS 204) This is the second course of the three-term sequence. Topics included are techniques of integration, basic theorems and concepts of calculus theory, applications, differentials, length of arc, line integrals, centroids, improper integrals and polar coordinates. 4-0-4\*

## **MS 206 ANALYTIC GEOMETRY AND CALCULUS III**

(Prerequisite: MS 205) This is the third course of the three-term sequence. Topics included are solid analytic geometry, partial differentiation, applications of integral calculus in three space, multiple integrals, infinite series and an introduction to differential equations. 4-0-4\*

## **MS 207 DIFFERENTIAL EQUATIONS**

(Prerequisite: MS 206) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3-0-3\*

## **MS 208 ELEMENTARY STATISTICS AND PROBABILITY**

(Prerequisite: MS 111 or MS 106) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

## **MS 209 ELEMENTARY LINEAR ALGEBRA**

(Prerequisite: MS 205) A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3\*

## **MS 210 MATHEMATICAL PROGRAMMING**

(Prerequisite: MS 204) This is a course in computer programming primarily for Engineering, Mathematics and Physics majors. Emphasis will be on the algorithmic approach to programming through the use of Fortran. Topics covered will include linear programming, inversion of matrices, iteration processes, an introduction to numerical analysis, and integration and differentiation methods. 2-0-2\*

# MUSIC

## Music

**FACULTY:** Royce (Chairman), Adams, Albee, Butterworth, Harvey, Pryweller.

**MAJORS:** Church Music (Tech), Music, Music Education.

**COURSE PREFIXES:** MC

**PROGRAMS:**

**CHURCH MUSIC (A.S.)**

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MC 101-102	Music Theory		6	
MC 110	Music Appreciation		2	
MC 191-192	Sight Singing		2	
MC	Applied Music		4	
PE	Physical Education		2	
RN 101-102	Old Testament; New Testament		4	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/>
				32

### SOPHOMORE YEAR

HH 101	Personal & Community Hygiene	2
MC 201-202	Music Theory	6
MC 291-292	Sight Singing	2
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 213-214	Church Music	4
MC 215	Conducting	2
PE	Physical Education	2
PY 201	General Psychology	3
Electives		5
		<hr/>
		32

**MUSIC, MUSIC EDUCATION (A.A.)**

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Theory, Music Therapy, and Sacred Music.

Composition and Music Education majors should add MC 226, MC 227, MC 228, and MC 229, and Music Organization to the program listed below.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
MC 101-102	Music Theory		6	
MC	Applied Music		4	
MC 110	Music Appreciation		2	
MC 191-192	Sight Singing		2	
PE	Physical Education		2	
PS 101	Physical Science		3	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/>
				33

\*PL 201 or HY 201 may be substituted for SS 102.



## SOPHOMORE YEAR

BY 101	General Biology	4
EH	Literature	3
MC 201-202	Music Theory	6
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 291-292	Sight Singing	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
	General Education Electives	7
		<hr/> 33

**COURSE DESCRIPTIONS:****MC 101 MUSIC THEORY**

(Co-requisite: MC 191) This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\*

**MC 102 MUSIC THEORY**

(Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing) This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

**MC 103 FUNDAMENTALS OF MUSIC**

This is an introductory course in music theory and music skills for classroom teachers and others interested in music fundamentals. This course is not open to students majoring in music. 3-0-3\*

**MC 105 CONCERT BAND**

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0-3-1\*

**MC 106 CONCERT BAND**

This is a continuation of MC 105.† 0-3-1\*

**MC 107 COLLEGE SINGERS**

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or non-credit.† 0-3-1\*

**MC 108 COLLEGE SINGERS**

This is a continuation of MC 107.† 0-3-1\*

**MC 110 MUSIC APPRECIATION**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 2-0-2\*

**MC 121 APPLIED MUSIC**

(One half-hour lesson a week) Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Flute, Clarinet, Saxophone, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1\*

**MC 122 APPLIED MUSIC**

This is a continuation of MC 121. 1-0-1\*

\*Lecture-Lab-Credit Hours.

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

## MUSIC

### MC 123 APPLIED MUSIC

(Two half-hour lessons a week) See description MC 121. 2-0-2\*

### MC 124 APPLIED MUSIC

This is a continuation of MC 123. 2-0-2\*

### MC 131 APPLIED MUSIC—VOICE

(One half-hour lesson a week. Prerequisite: MC 141 or equivalent) Private instruction in voice. 1-0-1\*

### MC 132 APPLIED MUSIC—VOICE

(One half-hour lesson a week) This is a continuation of MC 131. 1-0-1\*

### MC 133 APPLIED MUSIC—VOICE

(Two half-hour lessons a week) Private instruction in voice. 2-0-2\*

### MC 134 APPLIED MUSIC—VOICE

(Two half-hour lessons a week) This is a continuation of MC 133. 2-0-2\*

### MC 141 CLASS VOICE

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0-2-1\*

### MC 142 CLASS VOICE

(Prerequisite: MC 141 or equivalent) This course is a continuation of MC 141. 0-2-1\*

### MC 151 CLASS PIANO

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\*

### MC 152 CLASS PIANO

(Prerequisite: MC 151 or equivalent) This course is a continuation of MC 151. 0-2-1\*

### MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\*

### MC 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent) This course is a continuation of MC 191. 0-2-1\*

### MC 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291) This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\*

### MC 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292) This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\*

### MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102 and MC 122 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\*

\*Lecture-Lab-Credit Hours.

**MC 204 KEYBOARD HARMONY**

(Prerequisite: MC 203 or equivalent) This course is a continuation of MC 203.  
0-2-1\*

**MC 205 CONCERT BAND**

This course is a continuation of MC 105 and MC 106.† 0-3-1\*

**MC 206 CONCERT BAND**

A continuation of MC 205.† 0-3-1\*

**MC 207 COLLEGE SINGERS**

This is a continuation of MC 108.† 0-3-1\*

**MC 208 COLLEGE SINGERS**

This is a continuation of MC 207.† 0-3-1\*

**MC 213 CHURCH MUSIC**

This course is a survey of liturgies, a study of music appropriate to the church calendar. It includes the study of hymns, responses, anthems, choral music for service use, and the church music program. 2-0-2\*

**MC 214 CHURCH MUSIC**

(Prerequisite: MC 213) This course is a continuation of MC 213 and includes the principles of service playing, organ literature, and a study of the larger forms of choral music. 2-0-2\*

**MC 215 CONDUCTING**

This is a course in the basic techniques of choral and instrumental conducting. It includes an introductory study of basic conducting techniques, score reading and interpretation, and is especially designed for the terminal student in music. 2-0-2\*

**MC 221 APPLIED MUSIC**

(One half-hour lesson a week) This is a continuation of MC 122. 1-0-1\*

**MC 222 APPLIED MUSIC**

(One half-hour lesson a week) This is a continuation of MC 221. 1-0-1\*

**MC 223 APPLIED MUSIC**

(Two half-hour lessons a week) This is a continuation of MC 123. 2-0-2\*

**MC 224 APPLIED MUSIC**

(Two half-hour lessons a week) This is a continuation of MC 223. 2-0-2\*

**MC 226 BRASS TECHNIQUES**

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba

0-2-1\*

**MC 227 WOODWIND TECHNIQUES**

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone

0-2-1\*

**MC 228 STRING TECHNIQUES**

This course provides basic instruction in string instruments.

\*Lecture-Lab-Credit Hours.

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

## MUSIC

Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass 0-2-1\*

### MC 229 PERCUSSION TECHNIQUES

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\*

### MC 231 APPLIED MUSIC—VOICE

(One half-hour lesson a week) This is a continuation of MC 132, Applied Music—Voice. 1-0-1\*

### MC 232 APPLIED MUSIC—VOICE

(One half-hour lesson a week) This is a continuation of MC 231, Applied Music—Voice. 1-0-1\*

### MC 233 APPLIED MUSIC—VOICE

(Two half-hour lessons a week) This is a continuation of MC 134, Applied Music—Voice. 2-0-2\*

### MC 234 APPLIED MUSIC—VOICE

(Two half-hour lessons a week) This is a continuation of MC 233, Applied Music—Voice. 2-0-2\*

### MC 251 CLASS PIANO

(Prerequisite: MC 152 or equivalent) This course is a continuation of MC 152. 0-2-1\*

### MC 252 CLASS PIANO

(Prerequisite: MC 251 or equivalent) This course is a continuation of MC 251. 0-2-1\*

### MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent) This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\*

### MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent) This course is a continuation of MC 291. 0-2-1\*

### MC 071 STAGE BAND

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by auditions. Two rehearsals weekly. No credit.

### MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. Two rehearsals weekly. No credit.

## COMMUNITY SERVICE

**THE PALM BEACH COMMUNITY CHORUS.** This choral group is co-sponsored by Palm Beach Junior College and the Department of Adult and Veteran Education. Membership is open to any member of the college and community who enjoy singing major choral works. Rehearsals are held one night each week. No credit.

# Nursing

**FACULTY:** Smiley (Chairman), Earnest, Erickson, Huneke, Mackenzie, Morgan

**MAJORS:** Nursing, Pre-Nursing

**COURSE PREFIXES:** NG

**PROGRAMS:**

## NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate of Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of his birth certificate.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy & Physiology	3	3	
BY 156	Microbiology		3	
CY 100 or 101	Intro. to Chem.; Gen. Chem.	3-4		
EH 101-102	Freshman Communications	3	3	
HE 101	Elements of Nutrition	3		
NG 101	Fundamentals of Nursing	3		
NG 102-103	Medical & Surgical Nursing		3	5
PE	Physical Education	1	1	
PY 201	General Psychology		3	
		<hr/> 16-17	<hr/> 16	<hr/> 5

### SOPHOMORE YEAR

NG 201	Medical & Surgical Nursing	7		
NG 202-203	Maternal & Child Care	3	7	
NG 204* or Electives**	Psychiatric Nursing	4-3	4-3	
NG 205	Nursing Trends		2	
PE	Physical Education	1	1	
SS 101-102†	Social Inst.; Political Inst.	3	3	
		<hr/> 18-17	<hr/> 17-16	

\*Half of the class will take NG 204 in the fall and Humanities in the winter. The other half of the class will reverse the sequence.

\*\*Humanities, including two of the following: Art Appreciation, Music Appreciation, or Literature.

†PL 201 or HY 201 may be substituted for SS 102.

# NURSING

## PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER		HOURS	CREDIT
		Fall Term	Winter Term		
CY 101-102	General Chemistry	4	4		
EH 101-102	Freshman Communications	3	3		
BY 156	Microbiology		3		
HH 101	Personal & Community Hygiene	2			
MS 106	Math for General Education		3		
PE	Physical Education	1	1		
SS 101-102*	Social Inst.; Political Inst.	3	3		
Elective		3			
		16	17		

### SOPHOMORE YEAR

AT 110 or 111	History and Appreciation of Art		2		
or					
MC 110	Music Appreciation (2)				
BY 151-152	Anatomy & Physiology	3	3		
EH	Literature		3		
HE 101	Elements of Nutrition	3			
HY 101	Ancient & Medieval Civilizations	3			
or					
HY 201	U.S. History to 1865 (3)				
HY 102	Modern Civilizations		3		
or					
HY 202	U.S. History from 1865 (3)				
PE	Physical Education	1	1		
PY 201	General Psychology	3			
PY 202	Personality Development		3		
SP 101	Fundamentals of Speech	3			
		16	15		

\*PL 201 or HY 201 may be substituted for SS 102.



**COURSE DESCRIPTIONS:****NG 101 FUNDAMENTALS OF NURSING**

(Co-requisites: CY 100 or 101 and BY 151) This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the fall term. 1-6-3\*

**NG 102 MEDICAL AND SURGICAL NURSING**

(Prerequisite: NG 101) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 1-6-3\*

**NG 103 MEDICAL AND SURGICAL NURSING**

(Prerequisite: NG 102) This is a continuation of NG 102. Offered in the first session of the spring term only. 3-6-5\*

**NG 201 MEDICAL AND SURGICAL NURSING**

(Prerequisite: NG 103) This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult. Offered in the fall term only. 4-9-7\*

**NG 202 MATERNAL AND CHILD CARE**

(Co-requisite: NG 201) This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the fall term. 2-3-3\*

**NG 203 MATERNAL AND CHILD CARE**

(Prerequisite: NG 202) This is a continuation of NG 202. Clinical experience in individualized care is included. Offered in the Winter Term. 3-12-7\*

**NG 204 PSYCHIATRIC NURSING**

(Co-requisite: NG 201) This is a study of the nurse's role in the care of psychiatric patients with emphasis on the development of interpersonal relations and application of nursing principles. Offered in both the Fall and Winter Terms. 1-6-3\*

## Social Science

**FACULTY:** Bottosto (Chairman), Becherer, Dampier, Davies, Edmonds, Forshay, Freedman, Hicks, Kochel, Matthews, Mayock, Meldon, Myatt, Payne, Pugh, Sutherland, Tucker, Tuttle.

**MAJORS:** Elementary Teacher, Geography, Government and Foreign Service, History, Law Enforcement, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology-Guidance, Social Science, Social Science Teacher, Welfare Worker.

**COURSE PREFIXES:** EN, GY, HY, PI, PO, PY, RN, SS

### PROGRAMS:

Social Science is essentially a study of human society — that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals — in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions.

The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest in the following areas of study:

Accordingly, students are expected to complete the General Education requirements outlined on page 58, and to select those additional courses of special interest to them in meeting not only their immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

**EDUCATION (ELEMENTARY LEVEL) (A.A.)**

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110 or 111 _____ or MC 110 _____	History and Appreciation of Art _____ Music Appreciation _____ (2) Natural Sciences* _____	2 7-8	
EH 101-102 _____	Freshman Communications _____	6	

\*See Natural Science choices in General Education requirements.

EN 101 _____	Introduction to Education _____	3	
MS 106 _____	Mathematics for General Education _____	3	
PE _____	Physical Education _____	2	
SP 101 _____	Fundamentals of Speech _____	3	
SS 101-102* _____	Social Inst.; Political Inst. _____	6	

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**SOPHOMORE YEAR**

EH _____	Literature _____	6	
GY 101 _____	Elements of Geography & Conservation _____	3	
HH 101 _____	Personal & Community Hygiene _____	2	
HY 101-102 _____	Ancient & Medieval Civ.; Modern Civ. _____	6	
PE _____	Physical Education _____	2	
PY 201 _____	General Psychology _____	3	
PY 203 _____	Child Growth and Development _____	3	
Electives† _____		8-9	

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**SECONDARY LEVEL**

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

## SOCIAL SCIENCE

GENERAL SOCIAL SCIENCE,<sup>1</sup> GEOGRAPHY,<sup>2</sup> GOVERNMENT-FOREIGN SERVICE,<sup>3</sup> HISTORY,<sup>4</sup> POLITICAL SCIENCE,<sup>5</sup> SOCIAL SCIENCE TEACHER,<sup>6</sup> WELFARE WORKER<sup>7</sup> (A.A.)

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102 _____	Freshman Communications _____	6
SS 101-102* _____	Social & Political Institutions _____	6
BY 101-102 _____	General Biology _____	7-8
or		
PS 101-102 _____	Physical Science _____	
SS 106 _____	Math for General Education _____	3
MS 208 _____	Statistics _____	3
AT 110 _____	History & Appreciation of Art _____	2
or		
MC 110 _____	Music Appreciation _____ (2)	
PE _____	Physical Education _____	4
HH 101 _____	Personal and Community Hygiene _____	2
EH _____	Literature _____	3
	Foreign Languages—Spanish, French, German _____	12
Electives: _____		16
		<b>64-65</b>

\*PL 201 or HY 201 may be substituted for SS 102.

†Suggested electives: Foreign Languages, LC 101, PY 202.

1. Recommended electives: BA 204, HY 101-102, PI 101, GY 101, PY 201, SP 101.

2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, MS 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.

3. Recommended electives: SP 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204.

4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201.

5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PI 101.

6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PY 201, PY 203, EN 101, SP 101.

7. Recommended electives: HY 101-102, SS 201, PL 202, PY 201, PY 202, PY 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

## LAW ENFORCEMENT (A.S.)

This course of study is open to both men and women students and provides the necessary preparation for beginning employment in various law enforcement fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The program, as outlined here, leads to graduation with an Associate in Science Degree.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102 _____	Freshman Communications _____	6
PE _____	Physical Education _____	2
PO 100 _____	Introduction to Law Enforcement _____	3
MS 106 _____	Mathematics for General Education _____	3
	Natural Sciences _____	3-4
PO 101-102 _____	Police Administration _____	6
SP 101 _____	Fundamentals of Speech _____	3
SP 102 _____	Public Speaking _____	3
SS 101 _____	Social Institutions _____	3
		<b>32-33</b>

## SOPHOMORE YEAR

HH 101	Personal & Community Hygiene	2
HH 103	First Aid	1
PE	Physical Education	2
PL 201	American Natl. Government	3
PL 202	American State & Local Government	3
PO 202	Criminal Investigation	3
PO 203	Law of Arrest, Search, & Seizure	3
PO 204	Criminal Law	3
PY 201	General Psychology	3
PY 202	Personality Development	3
SH 101-102	Elementary Spanish	6
		<hr/>
		32

## PRE-LAW (A.A.)

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102	Freshman Communications	6
MS 106	Mathematics for General Education	3
PE	Physical Education	2
SP 101	Fundamentals of Speech	3
SS 101-102	Social Inst.; Political Inst.	6
BY 101-102	General Biology	8
or		
CY 101-102	General College Chemistry	(8)
or		
PS 101	Survey of Physical Science	(3)
	and BY 101 or 102 or CY 101 or 102	(4)
	Foreign Language	6
		<hr/>
		33-34

## SOPHOMORE YEAR

EH	Literature	6
AT 110 or 111	History and Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
LC 101	Art of Thinking	3
PL 201-202	Amer. Nat'l Gov.; State, Local Gov.	6
HY 201-202	U.S. History to 1865; 1865 to present	6
PE	Physical Education	2
HH 101	Personal & Community Hygiene	2
	Foreign Language	6
		<hr/>
		33

# SOCIAL SCIENCE

## PRE-MINISTRY AND PHILOSOPHY (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
BY 101	General Biology		4	
SS 101	Social Institutions		3	
RN 101	Old Testament		2	
MC 110	Music Appreciation		2	
PI 101	Introduction to Philosophy		3	
HH 101	Personal & Community Hygiene		2	
MS 106	Mathematics		3	
PE 101	Team Activities for Men		1	
PE 203	Recreational Games (Coed)		1	
	Modern Foreign Language— Spanish, French, or German		6	
			<hr/>	33

### SOPHOMORE YEAR

EH 201	English Literature to 1800	3
PS 101	Physical Science	3
PL 201	American National Government	3
RN 102	New Testament	2
PY 201	General Psychology	3
RN 201	Religions of World	3
PE 205	Beginning Swimming	1
PE 207	Senior Life Saving	1
SP 101	Fundamentals of Speech	3
	Modern Foreign Language— Spanish, French, or German	6
Electives*		3
		<hr/>
		31

\*Recommended electives: MC 213, SS 201, PY 202, PI 102.

## PSYCHOLOGY - GUIDANCE (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social & Political Institutions		6	
BY 101-102	General Biology		8	
MS 106 (or higher)	Math for General Education		3	
MS 208	Statistics		3	
PY 201	General Psychology		3	
PY 202	Personality Development		3	
PY 203	Child Growth & Development		3	
PE	Physical Education		4	
HH 101	Personal & Community Hygiene		2	
AT 110	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
EH	Literature		3	
	Foreign Languages—Spanish, French or German		12	
Electives**			6	
			<hr/>	64

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Recommended electives: EN 101, SS 201, PI 101, SP 101, BY 203, HY 101-102, BY 151.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.



**COURSE DESCRIPTIONS:****EN 101 INTRODUCTION TO EDUCATION**

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as a profession. The philosophical bases of American public education are explored, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3\*\*\*

**GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3\*\*\*

**HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*\*\*

**HY 102 MODERN CIVILIZATIONS**

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*\*\*

**HY 201 UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\*\*\*

**HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3\*

**HY 211 LATIN AMERICAN HISTORY—COLONIAL PERIOD**

The course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombia era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

**HY 212 LATIN AMERICAN HISTORY—NATIONAL PERIOD**

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

\*\*\*Lecture-Lab-Credit Hours

## **SOCIAL SCIENCE**

### **PO 100 INTRODUCTION TO LAW ENFORCEMENT**

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\*

### **PO 101 POLICE ADMINISTRATION**

The concern in this course is with the efficient organization and administration of the police department. Particular emphasis is placed on that phase of police administration which is usually seen by the general public, including the patrol, traffic, and detective divisions. 3-0-3\*

### **PO 102 POLICE ADMINISTRATION**

A continuation of PO 101, this course stresses the behind-the-scenes activity of a modern police department. Special attention is given to records, auxiliary services, recruitment, personnel evaluation, discipline, and planning. 3-0-3\*

### **PO 202 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3-0-3\*

### **PO 203 LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\*

### **PO 204 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*

### **PI 101 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

### **PI 102 MAJOR MORAL THEORIES**

(Prerequisite: PI 101) This course involves an exploration of the role of the major theories of the good life in influencing decision making by individuals and by society. 3-0-3\*

### **PY 201 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment.

\*Lecture-Lab-Credit Hours.

The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

## **PY 202 PERSONALITY DEVELOPMENT**

(Prerequisite: PY 201, General Psychology or permission of the instructor)  
This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framework. 3-0-3\*

## **PY 203 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PY 201 General Psychology or permission of the instructor)  
This course offers an approach to the study of children. It includes a survey of problems, principles and achievements in the field of psychology as these contribute to the personal development and general welfare of the individual in his relationship to the social world, scientific method, biological foundation of behavior, personality, motivation, emotions, individual differences and reactions to conflict. The course will require observations of children from the pre-school through the high school levels. 3-0-3\*

## **RN 101 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2-0-2\*

## **RN 102 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2-0-2\*

## **RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

## **SS 101 SOCIAL INSTITUTIONS**

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\*

## **SOCIAL SCIENCE**

### **SS 102 POLITICAL INSTITUTIONS**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\*

### **SS 201 MARRIAGE AND FAMILY RELATIONSHIPS**

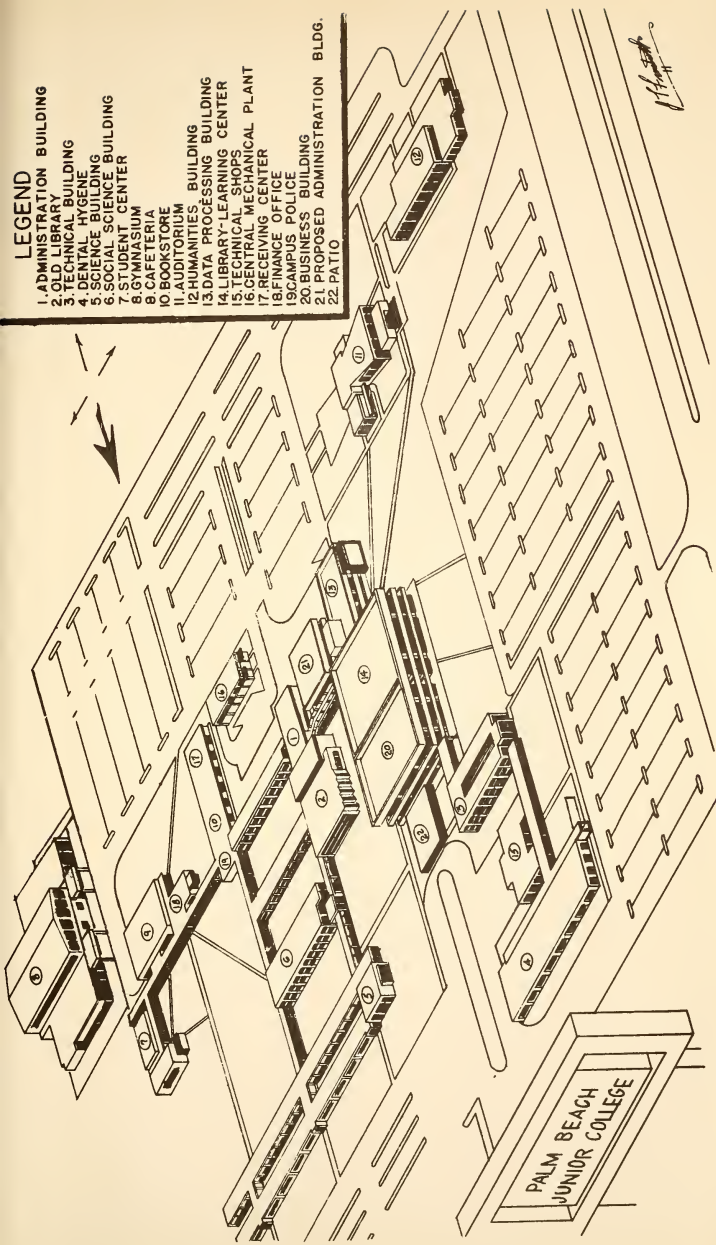
This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

### **SS 205 INTRODUCTION TO SOVIET STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3\*

# LEGEND

1. ADMINISTRATION BUILDING
2. OLD LIBRARY
3. TECHNICAL BUILDING
4. DENTAL HYGIENE
5. SCIENCE BUILDING
6. SOCIAL SCIENCE BUILDING
7. STUDENT CENTER
8. GYMNASIUM
9. CAFETERIA
10. BOOKSTORE
11. AUDITORIUM
12. HUMANITIES BUILDING
13. DATA PROCESSING BUILDING
14. LIBRARY-LEARNING CENTER
15. TECHNICAL SHOPS
16. CENTRAL MECHANICAL PLANT
17. RECEIVING CENTER
18. FINANCE OFFICE
19. CAMPUS POLICE
20. BUSINESS BUILDING
21. PROPOSED ADMINISTRATION BLDG.
22. PATIO



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